



Byers & Anderson, Inc.

**Court Reporters
Video**

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SCHEDULING CONFIRMATION/PAYMENT GUARANTEE

To the Immediate Attention of:

Attorney _____ Today's Date _____

Firm Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax Number: _____ Phone Number: _____ E-Mail Address: _____

Deposition of: _____ Date Scheduled: _____

Case Name: _____

I would like to order:

- Hard Copy Exhibits **(Not available after initial order)** ASCII Disk
- Compressed Transcript/Index Video
- E-Transcript **(Available only by credit card)** E-Mail Address: _____
- Realtime: Direct Cable* Rough Draft *

***(Available only by credit card. Transcript is automatically ordered when any realtime services are requested.)**

Date Transcript Needed: _____ **(Expedite fees may apply)** Reporter: _____

**THIS SECTION MUST BE FILLED IN
FOR ALL SCHEDULING AND TRANSCRIPT ORDERS:**

Scheduling: I am personally responsible and guarantee payment for all court reporting and video services I have requested in the above case with the credit card listed below. There will be no charge for scheduling cancellations unless reporter is en route.

Transcript/Video Orders Subsequent to Deposition: I understand transcription and video production begin immediately upon receipt of this signed form and cannot be canceled or postponed.

Circle One: Visa MasterCard Discover American Express

Card Number: _____

Name on Card: _____ Expiration Date: _____

Billing Address: _____ Zip Code: _____

Signature: _____ Phone: _____

I understand that payment is guaranteed by the above credit card, but I request COD delivery:

Print Name: _____

Signature: _____