GPS LLC
GOUCHER PARKER SPIVEY

JOB SUBMISSION & BILLING SHEET

Please fill in as completely as possible, including email addresses for all ordering parties. Jobs will not be marked complete until all components are turned in.

Job Number:

Court Reporter:

Job Date:

Videographer:

Start Time:

End Time:

Case Name:

Witness 1: # of Transcript Pages: # of Exhibit Pages:

Witness 2: # of Transcript Pages: # of Exhibit Pages:

Witness 3: # of Transcript Pages: # of Exhibit Pages:

Witness 4: # of Transcript Pages: # of Exhibit Pages:

Witness 5: # of Transcript Pages: # of Exhibit Pages:

Special Handling or Billing Instructions:

READ & SIGN Info:

☐ Read and Sign is Waived

☐ Read and Sign is NOT Waived

Send R&S copy to:

Exhibits: Please be sure to mark all exhibits, whether paper or digital

☐ Paper originals

☐ Digital originals

☐ Exhibits to be retained by counsel indefinitely

Return original paper exhibits to:

Location of Exhibits:

Tracking number for shipment:

Carrier:

ORIGINAL

Send to:

Technical/expert:

☐ Yes ☐ No

☐ Rough Provided
☐ Real-time Provided
☐ Streaming
☐ Videoconference
☐ Videographer

Transcript Delivery Time:

☐ Normal
☐ Expedite ☐ Day(s)

Exhibits:

☐ Paper
☐ Digital

Video:

☐ MPEG-4 Link sent via email
☐ Synched w/ transcript Synched
☐ w/ transcript & exhibits
☐ None

COPY

Send to:

Technical/expert:

☐ Yes ☐ No

☐ Rough Provided
☐ Real-time Provided
☐ Streaming

Transcript Delivery Time:

☐ Normal
☐ Expedite ☐ Day(s)

Exhibits:

☐ Paper
☐ Digital

Video:

☐ MPEG-4 sent via email
☐ Synched w/ transcript
☐ Synched w/ transcript & exhibits
☐ None

COPY

Send to:

Technical/expert:

☐ Yes ☐ No

☐ Rough Provided
☐ Real-time Provided
☐ Streaming

Transcript Delivery Time:

☐ Normal
☐ Expedite ☐ Day(s)

Exhibits:

☐ Paper
☐ Digital

Video:

☐ MPEG-4 sent via email
☐ Synched w/ transcript
☐ Synched w/ transcript & exhibits
☐ None

COPY

Send to:

Technical/expert:

☐ Yes ☐ No

☐ Rough Provided
☐ Real-time Provided
☐ Streaming
☐ Videoconference
☐ Videographer

Transcript Delivery Time:

☐ Normal
☐ Expedite ☐ Day(s)

Exhibits:

☐ Paper
☐ Digital

Video:

☐ MPEG-4 Link sent via email
☐ Synched w/ transcript Synched
☐ w/ transcript & exhibits
☐ None

COPY

Send to:

Technical/expert:

☐ Yes ☐ No

☐ Rough Provided
☐ Real-time Provided
☐ Streaming

Transcript Delivery Time:

☐ Normal
☐ Expedite ☐ Day(s)

Exhibits:

☐ Paper
☐ Digital

Video:

☐ MPEG-4 sent via email
☐ Synched w/ transcript
☐ Synched w/ transcript & exhibits
☐ None

COPY

Send to:

Technical/expert:

☐ Yes ☐ No

☐ Rough Provided
☐ Real-time Provided
☐ Streaming

Transcript Delivery Time:

☐ Normal
☐ Expedite ☐ Day(s)

Exhibits:

☐ Paper
☐ Digital

Video:

☐ MPEG-4 sent via email
☐ Synched w/ transcript
☐ Synched w/ transcript & exhibits
☐ None