



# Request for Services Form

Please complete this form to request a transcription service with Type All Transcripts.  
 We will contact you within one business day to confirm your order.

Contact Details
Organisation name:
Address:
Contact name:
Email address:
Phone:
Transcription
Hearing date(s):
Length of recording:
Title of proceedings:
Names of participants:
Special instructions:

### Transcription Costs (including GST)

Transcript Order Type	Price per 15 minutes of audio	Explanation
<input type="checkbox"/> Same Day Progressive	\$95.00	The transcript is delivered progressively, twice daily. The order must be received by 4pm the business day prior.
<input type="checkbox"/> Same Day	\$85.00	The transcript is delivered by 6pm. The order must be received by 4pm the business day prior.
<input type="checkbox"/> Next Business Day	\$80.00	The transcript is delivered by 6pm the next business day following the receipt of the order. The order must be received by 10am.
<input type="checkbox"/> Standard (2-5 business days)	\$67.00	The transcript is delivered by 6pm a maximum of five business days following the receipt of the order.
<input type="checkbox"/> Delayed (more than 5 business days)	\$62.00	The transcript is delivered on a non-urgent basis.

**Important:**

1. For recordings greater than 4 hours, please contact us to confirm we can deliver the requested turnaround.
2. Running and same day services are subject to resource availabilities. We will advise upon receipt of this form.
3. A minimum charge of 1 hour is applicable.
4. If you are an account customer, you will be charged in accordance with your agreed pricing.

### Payment

**Please send payment to:**

06-0574-0297851-00

### Acknowledgement of Type All Transcript's Terms of Sale Agreement

By signing below, I acknowledge and accept that orders for transcript cannot be cancelled once commenced and that I am liable for all charges relating to this order. I am placing this order in the capacity as principal and not to you as an agent.

Note: For non-account customers, this order will not be commenced until a 20% deposit has been received and cleared.

Signature:

Date:

Name: