



Transcription Order Form NT Supreme Court - Civil

Submission of Form		Contact Details
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Matter Confirmation			
Name of proceedings			
Applicant			
Judge		File number	
Location		Court number	
Sitting time(s) & date(s)			

Details of Proceedings			
Jurisdiction	<input type="checkbox"/> Plea/Submissions	<input type="checkbox"/> Sentence	<input type="checkbox"/> Trial <input type="checkbox"/> Other
Portion required	<input type="checkbox"/> All	<input type="checkbox"/> Evidence only	<input type="checkbox"/> Decision <input type="checkbox"/> Other
Other details			
Running trial	Is this a running trial? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Transcription Service		
Delivery	<input type="checkbox"/> Email <input type="checkbox"/> Hard copy (collect)	\$15 / page

Invoice Details			
Company name			
Contact name		Reference to be quoted on invoice	
Contact number		Fax number	
Email			
Postal address		Postcode	

Terms & Conditions			
<p>I declare that I am authorised to act on behalf of the above firm and agree that, notwithstanding any express or implied agency agreement which the firm or I may have with any third party, the above firm accepts responsibility for the payment of all accounts within 7 days of rendering of same by Epiq Australia Pty Ltd (Epiq). I agree to the following conditions:</p>			
1.	Epiq may render interim invoices progressively at appropriate stages during the running of the above matter.		
2.	All interim and final invoices rendered must be paid strictly within 7 days of rendering of the invoice.		
3.	Epiq may withdraw its services at any time should any of the above conditions not be complied with.		
4.	Epiq is not affected by any express or implied arrangement or agreement of the ordering firm with any third party (including its client in the proceeding).		
5.	The person signing this order asserts and warrants that he/she has authority to do so on behalf of the ordering firm.		
6.	The ordering firm acknowledges that, upon acceptance of this order by Epiq, this order is irrevocable.		
Print name		Signature	Date

For office use only						
Received and accepted for and on behalf of Epiq Australia Pty Ltd						
Name		Signature		Date		
Date of proceedings	Page No.	Total Pages	Cost per Page	GST pp	Date supplied	Debit note required