



# Transcription Order Form NT Supreme Court - Criminal

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> <ol style="list-style-type: none"> <li>Epiq may render interim invoices progressively at appropriate stages during the running of the above matter.</li> <li>All interim and final invoices rendered must be paid strictly within 7 days of rendering of the invoice.</li> <li>Epiq may withdraw its services at any time should any of the above conditions not be complied with.</li> <li>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).</li> <li>The person signing this order asserts and warrants that he/she has authority to do so on behalf of the ordering firm.</li> <li>The ordering firm acknowledges that, upon acceptance of this order by Epiq, this order is irrevocable.</li> </ol>	
<p>I have read and accept Epiq Australia's Terms &amp; Conditions of business <input type="checkbox"/></p>	

Print name	Signature	Date
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Name		Signature		Date		
Date of proceedings	Page No.	Total Pages	Cost per Page	GST pp	Date supplied	Debit note required