



Transcription Order Form Supreme Court of Victoria

Submission of Form		Contact Details
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Matter Information			
Matter name			
Matter number		Epiq Reference No.	
Presiding Officer		Sitting time/date	
Location		Hearing room	
Counsel appearing			

Transcription Service	
When required	<input type="checkbox"/> Running transcript <input type="checkbox"/> Next business day <input type="checkbox"/> 2-3 business days <input type="checkbox"/> 4-7 business days <input type="checkbox"/> 8+ business days <input type="checkbox"/> Realtime

Client Information			
Company name			
Contact name		Reference to be quoted on invoice	
Contact number		Fax number	
Email			
Postal address		Postcode	
On behalf of	<input type="checkbox"/> Plaintiff	<input type="checkbox"/> Defendant	<input type="checkbox"/> Other

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 that firm or myself may have with any third party, the above firm accepts responsibility for the payment of all accounts within 14 days of rendering of same by Epiq.

Signature	Date
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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">Epiq may render interim invoices progressively at appropriate stages during the running of the above matter.All interim and final invoices rendered must be paid strictly within 7 days of rendering of the invoice.Epiq may withdraw its services at any time should any of the above conditions not be complied with.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).The person signing this order asserts and warrants that he/she has authority to do so on behalf of the ordering firm.The ordering firm acknowledges that, upon acceptance of this order by Epiq, this order is irrevocable.

Delivery Details	
Email address for delivery	

*Please note: Transcript orders for Same Day delivery must be received minimum 30 minutes prior to proceedings commencing on the day of the hearing to ensure transcript delivery times are met for those hearings completed by 4.15 pm. Early notification of Same Day transcript orders would be appreciated.