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| A Quo Co. **320 W Republican, Suite 207 Seattle, Washington 98119**  **Phone: 206 693 2390**  **inquiries@aquoco.co**  **PAY YOUR BILL ONLINE AT** | **PAYPAL HERE** | **INVOICE «InvoiceNo»** Date: «InvoiceDate» To: **«FirstName» «LastName»**  **«Company»**  **«Address»**  **«City», «STATE» «ZIP»** «EmailAddress» |

| QUANTITY | DESCRIPTION | UNIT PRICE | SUBTOTAL |
| --- | --- | --- | --- |
| **«Quantity»** | **Job No. «ID»**  **«Party1» v. «Party2» | Case No. «CaseNumber1»**  **Approx. «AudioLength» minutes**  **Hearing Date: «HearingDate»**  **Due Date: «DueDate»**  **Turnaround Time: «TurnaroundTimesCD» calendar days** | **«Rate»** | **«Subtotal»** |
| **«Quantity»** | **Job No. «ID»**  **«Party1» v. «Party2» | Case No. «CaseNumber1»**  **Approx. «AudioLength» minutes**  **Hearing Date: «HearingDate»**  **Due Date: «DueDate»**  **Turnaround Time: «TurnaroundTimesCD» calendar days** | **«Rate»** | **«Subtotal»** |
| **«Quantity»** | **Job No. «ID»**  **«Party1» v. «Party2» | Case No. «CaseNumber1»**  **Approx. «AudioLength» minutes**  **Hearing Date: «HearingDate»**  **Due Date: «DueDate»**  **Turnaround Time: «TurnaroundTimesCD» calendar days** | **«Rate»** | **«Subtotal»** |
| **«Quantity»** | **Job No. «ID»**  **«Party1» v. «Party2» | Case No. «CaseNumber1»**  **Approx. «AudioLength» minutes**  **Hearing Date: «HearingDate»**  **Due Date: «DueDate»**  **Turnaround Time: «TurnaroundTimesCD» calendar days** | **«Rate»** | **«Subtotal»** |
| **«Quantity»** | **Job No. «ID»**  **«Party1» v. «Party2» | Case No. «CaseNumber1»**  **Approx. «AudioLength» minutes**  **Hearing Date: «HearingDate»**  **Due Date: «DueDate»**  **Turnaround Time: «TurnaroundTimesCD» calendar days** | **«Rate»** | **«Subtotal»** |
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| **«Quantity»** | **Job No. «ID»**  **«Party1» v. «Party2» | Case No. «CaseNumber1»**  **Approx. «AudioLength» minutes**  **Hearing Date: «HearingDate»**  **Due Date: «DueDate»**  **Turnaround Time: «TurnaroundTimesCD» calendar days** | **«Rate»** | **«Subtotal»** |

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| **TOTAL DUE** |  |

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| What happens next? PAY YOUR BILL ONLINE AT PAYPAL HEREThis is an invoice for deposit. The deposit amount has been calculated as 100 percent of the estimated cost of the transcript. The balance remaining will be due/refunded upon completion of the transcript after a final page count has been determined. **Once both audio and a deposit has been received, the turnaround time will begin. We will complete the transcript. After transcript completion and final payment, the transcript will be filed as well as e-mailed to you in Word and PDF versions.**  **We will upload it to our online repository for your 24/7 access and mail out two hard copies that come with a weatherproof color-labeled CD of your audio and transcript. If you don't want the hard copies mailed or just want the CD, that's fine, too; just let us know. Otherwise, we will just mail out as described previously.**  **If I have any spellings questions or things like that (hopefully not), I will let you know.** |
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