**Subject: «TRCourtQID»** «Party1» v. «Party2» Transcript Order Confirmation

Hello there «Mrms». «LastName»,

I am writing in regards to a transcript for the following hearing:

**Job No.**  «TRCourtQID» | **Invoice No.** «InvoiceNo»

**Case Name:** «Party1» v. «Party2»

**Case No.:** «CaseNumber1» | «CaseNumber2»

**Hearing Date:** «HearingDate», «HearingStartTime»

**Judge:** «Judge»

**Audio Length:** Approx. «AudioLength» minutes

**Due Date**: «DueDate»  
**Page Rate**: «UnitPrice» | **Turnaround**: «TurnaroundTimesCD» calendar days

This is just a note to confirm your order with us. If payment and audio has been arranged, your turnaround has begun and I will have your transcript completed by the above due date. Let me know if you have any questions.

I will be in touch again when it is completed or if I have any questions before completing the transcript. Thank you very much and have a great day.

Sincerely,

cid:image005.jpg@01D1E657.1A3C55C0

Erica L Ingram

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