Hello there,

I am writing this e-mail to give you a price quote and a couple of extra details about our work.

**Deadline/Turnaround:** **«Deadline»**

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

Now, the transcript will be only electronically delivered to you, with the court receiving the required electronic and hard copies, and we offer the following page rates:

* 45 calendar-day turnaround, $2.50/page
* 30 calendar-day turnaround, $2.65/page
* 14 calendar-day turnaround, $3.25/page
* 07 calendar-day turnaround, $3.75/page
* 03 calendar-day turnaround, $4.25/page

So for **«AudioLength»** minutes at 45 pages per audio hour, you’d be looking at **«PageCount»** pages approximately and the following estimates for the rates I just listed above:

* 03 calendar-day turnaround, $**«Subtotal5»**
* 30 calendar-day turnaround, $**«Subtotal1»**
* 14 calendar-day turnaround, $**«Subtotal2»**
* 07 calendar-day turnaround, $**«Subtotal3»**
* 03 calendar-day turnaround, $**«Subtotal4»**

In terms of file transmission, we have a website where you can upload it or we can order it from the court on your behalf and there may or may not be an additional charge for that, depending on the jurisdiction (most places are free, some aren't).

A list of what is included in our rates may be found at https://www.aquoco.co/Court-Transcription.html. Our rates include:

* Velobound 28-lb paper copies (unless electronic only)
* Color, custom weather-proof labeled CD of your transcript + audio where allowed (unless electronic only)
* Hyperlinked headings & tables of content
* Hyperlinked case law & authorities where possible (.gov websites or freely publicly accessible websites with a long history)
* Table of authorities
* Condensed version, both 2/page and 4/page
* Word index
* “working” copy, Word version where you can use all the regular features of Word with the transcript such highlight and bold.

If you would like to order, please reply to this e-mail with the following information:

|  |  |
| --- | --- |
| **Turnaround:** | 1, 3, 7, 14, 30, 45 calendar days |
| **Do you want a hard copy?** | Yes/No |
| **Is this for an appeal?** | Yes/No |
| **Exact case caption as should appear on transcript:** |  |
| **Exact case number(s) as appears on transcript:** |  |
| **Adversary or COA number if applicable:** |  |
| **Jurisdiction:** |  |
| **Chapter if applicable:** | 7, 9, 11, 12, 13 |
| **Judge's/Hearing Officer's Name:** |  |
| **Appearances (only need names of attorneys or parties appearing on their behalf at the hearing; can look up rest of contact info as necessary):** |  |
| **Any other information you feel is relevant:** |  |

It's helpful though not necessary to include the reporter's log notes, statement of arrangements, or minute/docket entry related to the transcribed audio. Let me know if you have any questions. Thank you very much and have a great day.

Sincerely,

cid:image005.jpg@01D1E657.1A3C55C0

Erica L Ingram

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