



Delivery Instructions

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Dear Affiliate:

Thank you for agreeing to cover this Midwest Litigation Services assignment!

In an effort to deliver prompt, professional service to our clients, please follow the guidelines below.

TRANSCRIPT & VIDEO FORMAT/DELIVERY INSTRUCTIONS:

- MLS will print, bill and distribute all transcripts and videotapes.
- Regular-delivery transcripts are due to the MLS in 9 business days from date of assignment.
- Transcripts are 25 lines per page, double-spaced, with page numbers, 9 characters per inch.
- Please use upper/lower case typeface.
- If multiple volumes, please use consecutive page numbers.
Exhibits must be scanned, each exhibit number as a separate file, and in pdf format.

The transcript must have the following items, and in this order:

(for samples click on the hyperlinks below)

Title page
Index Page
Appearance page
The body of the transcript
Original Certificates
Witness Signature (if applicable)

- E-mail ASCII (AMICUS/Summation) to production@midwestlitigation.com
- Fax invoice, signed certificate page, signed Transcript Order Form, the Reporter and/or Video Job Sheet to (314)644-1324.
- A back up copy of video must be made and retained by your office
- UPS master video within two business days with the video worksheet. Please use Priority Overnight delivery using our UPS Account No. 675496
- UPS exhibits and signed original cert. page. Please use Priority Overnight delivery using our UPS Account No. 675496