

## Private/non-court events

How to order a transcript and/or recording

- ✓ Select whether you need a transcript, recording or both
- ✓ Gather event details
- ✓ Select delivery options
- ✓ Submit this form to [orders@auscript.com.au](mailto:orders@auscript.com.au)
- ✓ Auscript will provide an estimate of costs
- ✓ Once payment is received, your order will be confirmed

Please select:  Transcription only  Recording only  Recording & Transcription

### Event details

**Title** \_\_\_\_\_  
(name of the event to be recorded and / or transcribed, including any file numbers)

**Type of event** \_\_\_\_\_  
(e.g. interview, arbitration)

**Location** \_\_\_\_\_

**Date/s** \_\_\_\_\_

**Approximate time** \_\_\_\_\_ hour/s and \_\_\_\_\_ minutes/s

If supplying audio: **Start time** \_\_\_ : \_\_\_ **Finish time** \_\_\_ : \_\_\_

If requesting recording: **Start time** \_\_\_ : \_\_\_ AM PM **Finish time** \_\_\_ : \_\_\_ AM PM

Possible interruptions (e.g. lunch or between 11:55 AM–1:15 PM): \_\_\_\_\_

**Appearance information**

Number of participants \_\_\_\_\_

Names of those involved in the recording, including presiding member / chair / interviewer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Glossary of terms**

(spelling of any unique names, terms and places)

\_\_\_\_\_

\_\_\_\_\_

**If supplying audio, how will it be supplied?**  Online upload  CD  USB

(preferred audio formats are WMA, WAV or MP3)

## Delivery details

- Turnaround time** please select below:

(how quickly your transcript and / or audio needs to be delivered, in business days, after order confirmation)

Turnaround	
	Same Day
	Next Day
	3 Day
	5 Day
	10 Day
	15 Day
	20 Day

Please note that your estimate and final invoice will be reflective of your turnaround time. For a quick estimate, please visit [our online estimator](#).

- Specific instructions** (if applicable)

---

---

## Your details

- Full name** \_\_\_\_\_
- Organisation and Role/Title** \_\_\_\_\_
- Phone** \_\_\_\_\_ **Email** \_\_\_\_\_
- Postal address** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

By signing this form, you acknowledge that you have read and accept Auscript's [Terms and Conditions](#).

Submit this form and any questions to [orders@auscript.com.au](mailto:orders@auscript.com.au)