

PRODUCTION EMAIL TEMPLATE SETUP:

To: [production@acme-agency.com]

cc: [accounting@acme-agency.com]

bc: [self]

Subject: ATTACHED: *EXPEDITED* FINAL TRANSCRIPT for: [Job No. xxxx, Deposition of xxxx]

Job No. [2023-xxxx]

Deposition of: [WIT NAME]

This job is regular turnaround. *This job is an expedite.*

Date:

Final pgs:

Time beginning/end:

Exhibits: [x through x]

Exhibits were uploaded into agency system.

Tracking No.: n/a

Signature: *Federal case, signature not requested

Realtime to: n/a

- 1)
- 2)
- 3)
- 4)

Rough drafts to: n/a

- 1)
- 2)
- 3)
- 4)

SUMMARY OF SERVICES:

- **Not** Videotaped
- **Not** Videoconferenced
- **Not** Technical
- **No** Realtime
- **No** Rough Draft
- **No** Expedite
- **No** Read and Sign

O+1:

Copy:

Copy:

Copy:

APPEARANCES:

[paste from the appearance pages of transcript]

The invoice to me in the amount of \$* is due on *.

Attached to this email please find:

- 2023-xxxx_FINAL.txt
- 2023-xxxx_signed cert_mk.pdf
- 2023-xxxx_mk invoice.pdf

Thank you,

Michelle

Michelle Kirkpatrick, RDR-CRR-CRC, FCRR
Registered Diplomat Reporter, Certified Realtime Reporter
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