

ATTACHMENT I
SAMPLE – TRANSCRIPT INVOICE

COURT REPORTING COMPANY NAME

ADDRESS

PHONE NUMBER

INVOICE NUMBER

PURCHASE ORDER NUMBER

VENDOR ID NUMBER

FEDERAL ID NUMBER

DATE OF SERVICE

In Re: ___ Statewide Investigating Grand Jury

DESCRIPTION	QUANTITY	RATE	AMOUNT
APPEARANCE FEE	# OF PAGES	PRICE/PAGE	
MASTER TRANSCRIPT	# OF PAGES	PRICE/PAGE	
WITNESS A, Notice ____	# OF PAGES	PRICE/PAGE	
WITNESS B, Notice ____	# OF PAGES	PRICE/PAGE	
DISK CHARGE	1	PRICE FOR DISK	
DELIVERY FEE	1	PRICE FOR DELIVERY	
MISCELLANEOUS EXPENSES			
		TOTAL:	\$

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Date of Service

Witness A = Name of the witness on transcript = Cost

Witness B = Name of the witness on transcript = Cost

...and so on until all witnesses have been listed.