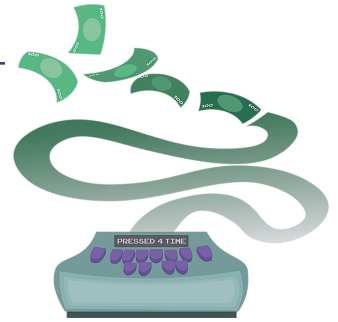


PRESSED FOR TIME SCOPING

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Scoping Rates and Policies

Turnaround Time	Scoping with Full Audio
Standard, 5 to 7 days	\$1.35 pp
Expedited, 2 to 4 days	\$1.75 pp
Daily, 24 hours	\$2.00 pp
REALTEAM	\$2.50 pp

Scoping Policies

- Rates listed above include medical, highly technical, witnesses with heavy accents, interpreted proceedings, etc.
- Rates include proofreading; no need to hire a proofreader after scoping.
- Videotaped additional \$.15 per page.
- Rates based on 25 lines per page. If there are more lines per page, add \$.05 for each additional line in addition to the rates listed above.
- Transcript growth more than 10% will be subject to a rate of \$1.75. For example, if a job with full audio is 100 pages at the standard rate of \$1.35 per page and it grows to 120 pages, then the initial 110 pages will be billed at \$1.35 per page and the remaining 10 pages will be billed at \$1.75 per page.

Billing Policies

- Turnaround times are based on regular business days, Monday through Friday, 8 a.m. to 5 p.m. MST. Saturday and Sunday are counted as one day. (The following federal holidays are excluded from all turnaround times: New Year's Eve, New Year's Day, Fourth of July, Thanksgiving Day, Christmas Eve, Christmas Day.)
- Any work sent after 5 p.m. will be considered received at 8 a.m. the following business day. For example, if a file is sent at 7 p.m. and it is needed back the next day, it will be billed at the "immediate" rate and not the "daily" rate.
- Invoices are sent on the 1st and 15th of each month for returning clients, with payment due within 15 days. New clients or "one-off" jobs will be billed immediately upon delivery and payment will be due in 7 days.
- All invoices will be sent via e-mail and payment will be accepted via check, Paypal, or Venmo.
- A fee of 10% will be applied to all late payments. If payment is 30 days past due, no new jobs will be started.

*Rates current as of 8/26, and are subject to change with notice.