



Transcription Order Form (Parties) Administrative Review Tribunal (ART)

Submission of Form			Contact Details		
Email	artorders@epiqglobal.com	Phone	(03) 7042 4658	Level 4, 190 Queen Street, Melbourne VIC 3000	
Matter Confirmation					
Applicant		Respondent			
Member					
File number		Location			
Appearing for the applicant		Appearing for the respondent			
Sitting time(s) & date(s)					
Any other helpful spellings/information (witness names, plaes, businesses, etc)					
Details of hearing					
Portion required	All	Decision	Other		
Hearing room		Other details			
Transcription Service					
Turnaround	5 days	Next day	Same day	Next day <small>Security Appeals Division</small>	Same day <small>Security Appeals Division</small>
Delivery	Email		Hard copy (post - \$10 P&H)		
Matter Information					
Company name					
Contact name		Contact number			
Email		Reference to be quoted on invoice			
Postal address		Postcode			
Fees per folio (Folio = 100 words. Min of 30 folios per hearing date apply)			Payment (If paying by credit card)		
Service	One Party	Multiple Parties	VISA	Mastercard	AMEX
5 days	\$5.04	\$2.88	Cardholder name		
Next day	\$5.40	\$3.61	Card number		
Same day	\$6.49	\$4.32	Expiry date		
Next day <small>Security Appeals Division</small>	\$5.40	\$3.61	CSV		
Same day <small>Security Appeals Division</small>	\$6.49	\$4.32	Signature		

Terms & Conditions

I declare that I am authorised to act on behalf of the above firm and agree that, notwithstanding any express or implied agency agreement which the firm or I may have with any third party, the above firm accepts responsibility for the payment of all accounts within 7 days of rendering of same by Epiq Australia Pty Ltd (Epiq) I agree to the following conditions:

1. Epiq may render interim invoices progressively at appropriate stages during the running of the above matter.
2. All interim and final invoices rendered must be paid strictly within 7 days of rendering of the invoice.
3. Epiq may withdraw its services at any time should any of the above conditions not be complied with.
4. Epiq is not affected by any express or implied arrangement or agreement of the ordering firm with any third party (including its client in the proceeding).
5. The person signing this order asserts and warrants that he/she has authority to do so on behalf of the ordering firm.
6. The ordering firm acknowledges that, upon acceptance of this order by Epiq, this order is irrevocable.
7. Transcript is subject to copyright and must not be copied or distributed in any way without prior written approval of the Administrative Appeals Tribunal.
8. Decisions and orders must be obtained from the Tribunal.

I have read and accept
Epiq Australia's Terms
& Conditions of business

- (a) I confirm no confidentiality matters apply
or
(b) I confirm all relevant confidentiality information is attached

Print name

Signature

Date

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Pty Ltd

Epiq Australia