



Transcription Order Form (Parties) Administrative Appeals Tribunal (AAT)

Submission of Form		Contact Details
Email	aatorders@epiqglobal.com	
Phone	(03) 8628 5555	Level 4, 190 Queen Street, Melbourne VIC 3000

Matter Confirmation		
Applicant		
Respondent		
Member		Location
File number		
Sitting time(s) & date(s)		

Details of hearing	
Hearing room	
Portion required	<input type="checkbox"/> All <input type="checkbox"/> Evidence only <input type="checkbox"/> Decision <input type="checkbox"/> Other
Other details	

Transcription Service	
Turnaround	<input type="checkbox"/> 5 days <input type="checkbox"/> Next day <input type="checkbox"/> Same day <input type="checkbox"/> Next day Security Appeals Division <input type="checkbox"/> Same day Security Appeals Division
Delivery	<input type="checkbox"/> Email <input type="checkbox"/> Hard copy (post - \$10 P&H)

Matter Information			
Company name			
Contact name		Reference to be quoted on invoice	
Contact number		Fax number	
Email			
Postal address		Postcode	

Fees per folio*			Payment (if paying by credit card. complete details below)			
Service	One Party	Multiple Parties	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard			
5 days	\$4.54	\$2.60	Card number			
Next day	\$4.88	\$3.26	Expiry date			
Same day	\$5.85	\$3.91	Cardholder name			
Next day Security Appeals Division	\$4.88	\$3.26	Signature			Date
Same day Security Appeals Division	\$5.85	\$3.91	*Folio = 100 words. Minimum of 30 folios per hearing date applies			



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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

Print name

Signature

Date

For office use only

Received and accepted for and on behalf of Epiq Australia Pty Ltd

TOMS No.		Date received		Date due		
Date of proceedings	Words	Folios	Cost per folio	Total \$	Date supplied	Prior order