

**Transcript Request Form**

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| --- | --- |
| Name of requesting party: |  |
| Email address: |  |
| Telephone number: |  |
| Transcript required *[Please stipulate the name of the case and which day(s) are required, if there was more than one Hearing day]* |  |

On receipt of this completed form, a quote for the production of the transcript will be requested by the BPC and then provided to the requesting party. If the requesting party wishes to proceed with the transcript requested, the BPC will provide the requesting party’s contact details to the Transcribing company for onward discussion and payment.

**Declaration**

I understand that should I decide to proceed with the transcription, I will undertake to pay all costs associated with transcribing and producing the requested transcript as shown in the quotation.

Name: …………………………………

Signature: …………………………………..

Date: ……………………………………