



**Case Specific Standing Order Authorization**

**Case Name:** \_\_\_\_\_

**Law Firm:** \_\_\_\_\_

**Lead Attorney Billing Information:** \_\_\_\_\_

**Case Lead Shipping Information:** \_\_\_\_\_

**Email Distribution List:** \_\_\_\_\_

In regard to the above-referenced case, I agree by signing below, that our firm would like to purchase all transcripts/exhibits and video (if applicable) for the above entitled case on a standing-order basis.

If we choose not to order a particular transcript and/or video in the above-referenced case, it is our responsibility to provide written notification via email to Lexitas at the following: [production1@LexitasLegal.com](mailto:production1@LexitasLegal.com) within 72 hours of the conclusion of the deposition.

**Court Reporting and Transcript Services:**

Your standing order includes the following: an emailed .txt and .pdf transcript files (condensed transcript with keyword index) and 24/7 access to transcript files stored in our online case repository. Original orders also include exhibits for ordering attorney.

**For additional services you must check and initial**

**Court Reporting and Transcript Services:**

- Real Time
- Rough Draft ASCII
- Expedited Transcript Delivery

Check	Initial
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

**LEGAL VIDEO SERVICES:**

- Synchronized Digital Video Transcript
- Non-Synched Video File

Check	Initial
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

**Attorney Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I agree that my firm and I will be responsible for the timely payment of any order indicated below that I request from Lexitas. I agree that if I am an out-of-city client and/or have no prior credit arrangements made with Lexitas, the items ordered below may be delivered on a COD basis, and I agree to pay for said order under those conditions when delivered. I acknowledge that payment is due within thirty (30) days upon receipt of the invoice(s). All payment should be sent to Lexitas, 13101 NW Freeway, Suite 210, Houston, TX 77040. All amounts not paid within 30 days will incur a one-time late fee equal to 1.5% of the total invoice. If collection of the invoice is placed in the hands of an attorney, attorney fees equal to at least 30% of the total invoice price shall be due and owing. If any legal action is required, it is agreed that the venue for such shall be in Harris County, Texas.