



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, places, businesses, etc)					
Details of hearing					
Portion required	<input type="checkbox"/> All <input type="checkbox"/> Decision <input type="checkbox"/> Other				
Hearing room			Other details		
Transcription Service					
Turnaround	5 days		Next day	Same day	Next day Security Appeals Division
					Same day Security Appeals Division
Delivery	<input type="checkbox"/> Email <input type="checkbox"/> Hard copy (post - \$10 P&H)				
Client 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)					
Service	One Party		Multiple Parties		
5 days	\$5.21		\$2.98		
Next day	\$5.60		\$3.74		
Same day	\$6.71		\$4.48		
Next day Security Appeals Division	\$5.60		\$3.74		
Same day Security Appeals Division	\$6.71		\$4.48		

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 Review 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

People. Partnership. Performance.

epiqglobal.com/en-au

ABN 85 120 213 381

Epiq Australia Pty Ltd