

# Client Preference Sheet

*Please send a sample of a final transcript for reference, as well as parenthetical preferences for read back, off the record, etc.*

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred Mode(s) of Communication: ☐ Phone ☐ Text ☐ Email ☐ Other: \_\_\_\_\_

Time Zone *\*(keeps us in sync on the final delivery date/time!)\**: \_\_\_\_\_

Special concern(s) and/or preference(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## I Adhere to *\*(check all that apply)\**:

- ☐ A **comma** before **too**: “She frequented the library, too.”
- ☐ **Slashes** to punctuate a numerical date: **5/27/19**
- ☐ **Hyphens** to punctuate a numerical date: **5-27-19**
- ☐ Capitalize **counsel only** if it can be replaced with a name: “Repeat that, **Counsel/Belinda**.”
- ☐ Capitalize **all** instances of **defendant**, **plaintiff**, **counsel**, and **government**

*\*Other (please specify):* \_\_\_\_\_

- ☐ **Hyphens** between: **inch-and-a-half**
- ☐ Capitalize of **North**, **South**, **East**, **West** (“Up **North**”)
- ☐ Add **[sic]** when a speaker clearly misstates something or says something odd with no immediate correction  
“The accident occurred on October 25, 2056 **[sic]**.”  
vs.  
“The accident occurred on October 25, 2056—excuse me, 2006.”
- ☐ Add **[sic]** in **all** instances (including repeats of same occurrence) of above
- ☐ If repeats of same occurrence, add **[sic]** **only** in first instance
- ☐ Using **[as spoken]** for an incomplete spoken reference to a proper noun  
e.g., “Springbrook” or “Springbrook Mall” for “Springbrook Shopping Mall”; “95” or “I-95” for “Interstate 95”
- ☐ Spelling out **number one** through \_\_\_\_\_
- ☐ Other (please specify): \_\_\_\_\_

\_\_\_\_\_

Time	Currency	Month + Year	Decades
<input type="checkbox"/> Seven o'clock	<input type="checkbox"/> \$5 million dollars	<input type="checkbox"/> November, 1990	<input type="checkbox"/> '80's
<input type="checkbox"/> 7:00	<input type="checkbox"/> five million dollars	<input type="checkbox"/> November 1990	<input type="checkbox"/> 80's
<input type="checkbox"/> 7 o'clock	<input type="checkbox"/> 5 million dollars		<input type="checkbox"/> 80s
<input type="checkbox"/> 7:00 o'clock			

Exhibit Numbers	Consecutive Years (Slash vs. Comma)	Question Responses	Comma Series (Oxford Comma)
<input type="checkbox"/> Exhibit No. 12	<input type="checkbox"/> '76/'77	<input type="checkbox"/> No, I didn't go	<input type="checkbox"/> plum, kiwi and pear
<input type="checkbox"/> Exhibit Number 12	<input type="checkbox"/> '76, '77	<input type="checkbox"/> No. I didn't go.	<input type="checkbox"/> plum, kiwi, and pear

### Questions With Multiple Response Options

- ☐ Was this a year after the accident? Two months? Three weeks? Fifteen days?
- ☐ Was this a year after the accident, two months, three weeks, fifteen days?
- ☐ Other: \_\_\_\_\_

### WHEN \$ IS NOT MENTIONED ON FIRST NUMBER

When \$ Is Not Initially Included but Readily Understood	Specific Pages, Lines, Sections, Volume Numbers
<input type="checkbox"/> 18 or \$20	<input type="checkbox"/> Page 86, Line 16
<input type="checkbox"/> \$18 or \$20	<input type="checkbox"/> page 86, line 16
<input type="checkbox"/> 18 or 20 dollars	<input type="checkbox"/> Volume No. 9
	<input type="checkbox"/> volume number nine
	<input type="checkbox"/> Volume Number 9 NS,

When Attorney Resumes Q&A After Colloquy	Objection in Colloquy
<input type="checkbox"/> BY MS. LAWYER: Q. Did you open it?	<input type="checkbox"/> Objection, relevance.
<input type="checkbox"/> BY MS. LAWYER: Did you open it?	<input type="checkbox"/> Objection; relevance.
<input type="checkbox"/> Q. (By Ms. Lawyer) Did you open it?	<input type="checkbox"/> Objection. Relevance.
<input type="checkbox"/> MS. LAWYER: Q. Did you open it?	
<input type="checkbox"/> BY MS. LAWYER: Q. Did you open it?	

### Word Spelling for Clarification

- ☐ It's spelled y-a-c-h-t.
- ☐ It's spelled Y-A-C-H-T.
- ☐ Other: \_\_\_\_\_

### Possession for "z" and "s" Endings *\*(check all that apply)*

- ☐ Jazz'
- ☐ Jazz's
- ☐ Actress'
- ☐ Actress's

### End of Question "Is That Correct/Right"

- ☐ You have another son, is that correct/right?
- ☐ You have another son; is that correct/right?
- ☐ You have another son. Is that correct/right?

### End of Question "Correct/Right"

- ☐ You have another son, correct/right?
- ☐ You have another son; correct/right?
- ☐ You have another son. Correct/Right?

### Question Punctuation

- ☐ I will ask the questions, is that clear?
- ☐ I will ask the questions; is that clear?
- ☐ I will ask the questions. Is that clear?

### Year Ambiguity

- ☐ 1997 or 8
- ☐ 1997 or -8
- ☐ 1997 or '8
- ☐ 1997 or '98

### Case Reference

- ☐ Bigsby-Hawkins
- ☐ Bigsby/Hawkins

### Hyphenate Incomplete Numbers

- ☐ Yes (e.g., "There were 450 or -60 cars"; "You mentioned there were 8- or 900 participants"; "The property was worth \$500,000 but sold for 7-")
- ☐ No

### Use of Visual Analogue (VAS)/Pain Intensity Scale

When expressing "on a scale of 1/one to 10/ten..."

- ☐ **Numerals only:** "I would rate my pain a 2 but sometimes a 10."
- ☐ **Spelled out only:** "I would rate my pain a two but sometimes a ten."
- ☐ Other: \_\_\_\_\_

### Miscellaneous

- |                                   |                                       |  |  |
|-----------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> Web site | <input type="checkbox"/> 4 percent    | <input type="checkbox"/> Page 6                | <input type="checkbox"/> Docket Number 2   |
| <input type="checkbox"/> web site | <input type="checkbox"/> four percent | <input type="checkbox"/> page six              | <input type="checkbox"/> Docket No. 2  |
| <input type="checkbox"/> website  |                                       | <input type="checkbox"/> Page Six              |  |
|                                   |                                       |  | <input type="checkbox"/> A.M./P.M.   |
| <input type="checkbox"/> Um-hum   | <input type="checkbox"/> 11 feet      | <input type="checkbox"/> 5 <sup>th</sup> grade | <input type="checkbox"/> AM/PM   |
| <input type="checkbox"/> Mm-hmm   | <input type="checkbox"/> eleven feet  | <input type="checkbox"/> Fifth grade           | <input type="checkbox"/> a.m./p.m.   |
| <input type="checkbox"/> Uh-huh   |                                       | <input type="checkbox"/> 5 <sup>th</sup> Grade | <input type="checkbox"/> am/pm   |
|                                   |                                       |  | <input type="checkbox"/> *Add above selection<br>for clarity when not<br>explicitly stated |

### For Q&A Paragraphs \*(check all that apply):

- ☐ Where possible, my optimal paragraph length is \_\_\_\_\_ lines.
- ☐ New paragraph for **clear change in topic**
- ☐ New paragraph **each time a question is posed**
- ☐ New paragraph **after “Strike that”** is stated
- ☐ New paragraph **only** for clear change in topic
- ☐ Other/Special preference(s): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### I Would Prefer the Proofread Transcript Returned to Me With:

- ☐ **Only** transcript pages containing annotations/corrections.
- ☐ All transcript pages \*(includes error-free pages/pages with no annotation).