

REPORTER'S PREFERENCE SHEET

NAME: _____

REFERRED BY: _____

PAGE RATE: NORMAL = _____ RUSH = _____

TURNAROUND TIME EXPECTED: _____

ADDRESS: (O) _____

(H) _____

PHONE: (O) _____ (H) _____

(C) _____

BEEPER: _____ FAX: _____

EMAIL: _____

CAT SYSTEM: _____

____ OFFICIAL _____ FREELANCE

YES/NO - TAPES (SIZE: _____ SPEED: _____)

YES/NO - AUDIOSYNC

YES/NO - COMMA BETWEEN MONTH & YEAR (JUNE, 2001)

YES/NO - COMMA AFTER YEAR (May 1, 1993, letter)

YES/NO - USE ELLIPSIS

_____ PUNCTUATION BEFORE "IS THAT CORRECT?"

_____ PUNCTUATION BEFORE "RIGHT?"

_____ PUNCTUATION W/DATES (3/5/99) (3-5-99)

SPELL OUT WORDS IN **CAPS** or **lower case**, **W-I-T-H** dashes or **WITHOUT**

CLEAN UP ATTORNEYS/JUDGE? YES _____ NO _____

YES/NO - LEAVE IN "STRIKE THAT"

FLAG MARK: * ^ {} Other: _____

NUMBERS: SPELL OUT ONE THROUGH _____

TIME OF DAY: "nine o'clock" = _____

"nine to noon" = _____

"four p.m." = _____

SPEAKER REIDENTIFICATION:

1. BY MR. JONES:

Q. So when did you...

2. Q. (By Mr. Jones) So when did you...

3. Other _____
