**PRODUCTION EMAIL TEMPLATE SETUP:**  
  
**To: [production@acme-agency.com]**  
**cc: [accounting@acme-agency.com]**  
**bc: [self]**

**Subject: ATTACHED: \*EXPEDITED\* FINAL TRANSCRIPT for: [Job No. xxxx, Deposition of xxxx]**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job No.** [2023-xxxx]

**Deposition of:**  [WIT NAME]

This job is regular turnaround. \*This job is an expedite.\*

**Date:**

**Final pgs:**

**Time beginning/end:**

**Exhibits:**  **[x through x]**

Exhibits were uploaded into agency system.

Tracking No.:  n/a

**Signature:**  \*Federal case, signature not requested

**Realtime to:** n/a  
1)

2)

3)

4)

**Rough drafts to:** n/a  
1)

2)

3)

4)

**SUMMARY OF SERVICES:**

* Not Videotaped
* Not Videoconferenced
* Not Technical
* No Realtime
* No Rough Draft
* No Expedite
* No Read and Sign

O+1:

Copy:

Copy:

Copy:

APPEARANCES:

[paste from the appearance pages of transcript]

The invoice to me in the amount of $\* is due on \*.

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

**Attached to this email please find:**

* 2023-xxxx\_FINAL.txt
* 2023-xxxx\_signed cert\_mk.pdf
* 2023-xxxx\_mk invoice.pdf

Thank you,

Michelle

**-----------------------------------------------------**   
**Michelle Kirkpatrick, RDR-CRR-CRC, FCRR**  
Registered Diplomate Reporter, Certified Realtime Reporter  
PO Box 5768, Breckenridge, Colorado Phone: 720.237.9900