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| **INSTRUCTION FORM FOR DICTATION** |
| **Firm Name** |  |
| **Fee Earner Name** |  |
| **Fee Earner Contact Details** |  |
| **File Reference** |  |
| **Full Claimant Name** |  |
| **Defendant(s)** |  |
| **Funding** | *(i.e CFA and/or ATE cover inc. the provider)* |
| **Urgent?** | Is the work is urgent (i.e needs to be returned in less than 24 hours):[ ] Yes [ ]  No If the work is urgent, we will return the work to you in 24 hours.***Please note - Urgent Hourly Rate will be charged*** |
| **Recording Disclosed** | Please provide the following information:*Date of recording:**Start time of recording:**Finish time of recording:**Duration of recording (rounded up to the next minute):**Type of attendance (i.e. attendance with Claimant, conference with counsel and experts etc):**Those in attendance (please provide their full name, firm, discipline/title i.e. Mr Joe Brown, Solicitor, Brown Solicitors or Mr Joe Brown, Consultant Orthopaedic Surgeon):* |
| **Verbatim or summarised** | [ ] Verbatim [ ]  Summarised  |

Many thanks for instructing Burton Legal Services. Should you have any queries or wish to contact us for any reason please see our contact information below.

Work instructed on our standard turn around will be returned to you within 72 hours. Work instructed on an urgent basis will be turned around within 24 hours.

**Please note that the standard rate for this work is 95p per minute of recording. This will be returned to you within 72 hours of receipt of all of the relevant information.**

**The urgent rate is £1.25 per minute of recording. This will be returned to you within 24 hours of receipt of all the relevant information.**

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| Contact | Sally Burton |
| Phone | 07835268553 |
| Email | sallyburton@burtonlegalservices.com |