



Capital Reporting Company

We Never Take Your Business For Granted!

General Services Administration Court Reporting and Transcription Services

Capital Reporting Company

1821 Jefferson Place, NW, 3rd Floor

Washington, DC 20036

Phone: 202-857-3376

Fax: 202-857-8577

Website: www.capitalreportingcompany.com

Contacts: Wayne Cohen at
wrc@CapitalReportingCompany.com

Shari Broussard at
shari@CapitalReportingCompany.com



Contract Information

Temporary Administrative and Professional Staffing

Contract Number: GS-07F-0528T

FSC Group: 736

SIN: 736-1 Administrative Support and
Clerical Occupations

Contract Period: 08/06/2007 - 08/05/2012

DUNS No.: 619311728

Business Size: Small Women Owned (Certified by the
Women's Business Enterprise National Council)

Prompt Payment Terms: Net 30

What Is Capital's Motto?

Our motto is, "*We Never Take Your Business for Granted.*" But for us, this is not just a motto; it is a way of life. We understand fully the needs of a trial lawyer, and we are here to meet them. We recognize that there are many court reporting companies from which to choose, and we will never take your business for granted!

Who Is Capital?

Before selecting a court reporting company to handle the needs of a case, it is important to do your due diligence. Capital was founded by a veteran trial lawyer and a seasoned court reporter. The result is a company that understands your needs.

Our mission is simple: to provide an accurate record at an affordable price.

Certified by the Women's Business Enterprise National Council (WBENC) as a women-owned company, Capital is the largest independent firm in the Washington, D.C. Metropolitan area. Our business was founded on unparalleled customer service, and we are always here to serve you. Our reporters and transcribers who work in the field pride themselves on producing a quality product. Behind the scenes, our production and management crew will do everything possible to ensure that your needs are met.

www.CapitalReportingCompany.com



Capital Reporting Company

We Never Take Your Business For Granted!

General Services Administration Court Reporting and Transcription Services

Our Services

At Capital Reporting Company, we pride ourselves on offering the newest and best services to our clients. Whatever services you need, Capital will provide them. We are here to serve you! Our court reporting services include the following:

Depositions

Capital Reporting Company™ will provide you with one of our professional stenographers, voice writers or digital reporters for all of your deposition needs. Using state-of-the-art technology, our reporters are able to provide verbatim transcripts at the most accurate quality. Along with your transcript, Capital will provide you with a complimentary condensed transcript, keyword index and an ASCII CD at no additional charge.

Total GSA Prices

(Per Page)		(Per Hour)	
10 Day Delivery	\$3.40	Cancellation Fee	\$143.57
7 Day Expedite	\$4.31	Minimum Fee	\$143.57
5-6 Day Expedite	\$5.02	Waiting Time	\$38.29
3-4 Day Expedite	\$5.74	No Write-Up (0-1 Hour)	\$143.57
2 Day Expedite	\$6.22	No Write-Up (Add'l Hours)	\$57.43
Daily Expedite	\$6.94	No Write-Up (After Hours*)	\$76.57
Same Day Expedite	\$7.90	No Write-Up (Premium Hours*)	\$95.71

Court Hearings/Arbitrations

Capital Reporting Company™ will provide you with one of our professional stenographers, voice writers, or digital reporters for all of your court hearing and arbitration needs. For ongoing trials and arbitrations, we will keep the number of reporters on each case to a minimum in order to provide smooth and consistent service.

Total GSA Prices

(Per Page)		(Per Hour)	
10 Day Delivery	\$4.35	Cancellation Fee	\$215.35
7 Day Expedite	\$5.26	Minimum Fee	\$215.35
5-6 Day Expedite	\$5.98	Waiting Time	\$38.29
3-4 Day Expedite	\$6.70	No Write-Up (0-1 Hour)	\$167.50
2 Day Expedite	\$7.18	No Write-Up (Add'l Hours)	\$71.78
Daily Expedite	\$7.90	No Write-Up (After Hours*)	\$86.14
Same Day	\$8.85	No Write-Up (Premium Hours*)	\$105.28



Capital Reporting Company

We Never Take Your Business For Granted!

General Services Administration Court Reporting and Transcription Services

Our Services (continued)

Meetings/Non-Court Hearings

Capital Reporting Company™ has assisted some of the largest government departments, agencies, associations and businesses with their meeting needs. Utilizing state-of-the-art WavText technology, Capital has the ability to record any meeting at any time, day or place (large or small).

Total GSA Prices

(Per Page)

10 Day Delivery	\$6.03
7 Day Expedite	\$7.18
5-6 Day Expedite	\$8.14
3-4 Day Expedite	\$9.33
2 Day Expedite	\$10.05
Daily Expedite	\$11.01

(Per Hour)

Cancellation Fee	\$143.57
Minimum Fee	\$143.57
Waiting Time	\$38.29
No Write-Up (0-1 Hour)	\$143.57
No Write-Up (Add'l Hours)	\$57.43
No Write-Up (After Hours*)	\$76.57
No Write-Up (Premium Hours*)	\$95.71

Additional Services

Capital Reporting Company™ offers a wide range of additional services to assist you. Need something you do not see here? No problem! Give our office a call and we will be happy to help.

Total GSA Prices

(Per Page)

LiveNote	\$1.67
Rough ASCII	\$1.44
Audio File on CD-ROM	\$47.86
Scanned/Digital Exhibit Disk	\$0.33
Technical	\$1.15
Night Pages (After Hours*)	\$0.96
Weekend/Holiday Pages*	\$1.44
Premium Hour Pages*	\$1.91
Additional Courtesy Copies	\$0.33



Capital Reporting Company

We Never Take Your Business For Granted!

General Services Administration Court Reporting and Transcription Services

Our Services (continued)

Transcription

Capital Reporting Company™ is the "Gold Standard" for transcription services, providing the most accurate record at an affordable price. Whether you have digital files, cassette tapes or video tapes from court hearings, meetings or conferences, we can assist you with creating a verbatim transcript.

Total GSA Prices

	(Per Page)		(Per Page)
30 Day Delivery	\$3.01	5-8 Speakers	\$0.48
15 Day Expedite	\$3.35	9+ Speakers	\$0.96
10 Day Expedite	\$3.64	Technical	\$1.15
5 Day Expedite	\$3.92	Conversion Time (Per Hour)	\$23.93
3 Day Expedite	\$4.40	Editing Fee (Per Hour)	\$19.14
2 Day Expedite	\$4.88	Minimum Fee (Flat Fee)	\$47.86
Daily Expedite	\$5.36		

Digital Video

Capital Reporting Company's™ expert in-house videographers use the latest technology to give you the highest quality video of your deposition at an affordable price. Digital video is very helpful in creating a sophisticated courtroom presentation. Videos are available in DVD, CD or VHS format. Also, check out our text/video synchronization service for added convenience when analyzing your deposition.

Total GSA Prices

	(Per Hour)
Shooting Time (0-2 Hours)	\$334.99
Additional Hours	\$119.64
After Hours (After 5 p.m.*)	\$143.57
Premium Hours*	\$191.43
DVD/CD Additional Copy	\$71.78
VHS Additional Copy	\$47.86
Sync'ed CDs/Tape	\$95.71
Cancellation Fee	\$334.99
Minimum Fee	\$334.99



Capital Reporting Company

We Never Take Your Business For Granted!

General Services Administration Court Reporting and Transcription Services

Our Services (continued)

Video Conferencing

Capital Reporting Company™ allows you to connect with anybody in the world without the hassles of having to travel. Our conference centers are available 24/7, so you will never have to be late for another meeting again! With both ISDN and IP calling capabilities, we offer full or split screen views, streaming audio and video, recording, and playback features. Capital Reporting, your local connection to the world!

Total GSA Prices

(Per Hour)

Regular Time	\$167.50
After Hours (After 5:00 p.m.*)	\$234.50
Premium Hours*	\$282.35
Per Hour Dial Out Fee (US)	\$67.00

*Regular business hours are defined as between the hours of 7:30 a.m. and 5:00 p.m. After-hours are defined as weekdays from 5:00 p.m. - 9:00 p.m. Premium hours are defined as weekdays before 7:30 a.m. and after 9:00 p.m., weekdays and holidays.

Who Are Capital's Clients?

At Capital Reporting Company, we serve government departments, agencies, associations, and businesses, both large and small, throughout the Washington, D.C. Metropolitan area, as well as nationwide. Here are just a few that Capital Reporting Company is pleased to work with:

- Advisory Council of Historic Preservation
- Airforce Commercial Litigation
- Alpha Kappa Alpha, Inc.
- American Health Insurance Plans
- Arlington Public Defender's Office
- Aviation Law Experts
- Baltimore County Office of Law
- Citizens for Responsibility & Ethics in Washington
- College of OB/GYNs
- Department of Defense
- Department of Justice, Civil Division
- Department of Justice, US Attorneys
- Department of Veterans Affairs
- Employee Benefit Research Institute
- Federal Election Commission
- Federal Maritime Commission
- Florida Department of Health
- FDA Office For Drug Evaluation
- Government Printing Office
- House of Representatives
- Howard University Hospital
- Internal Revenue Service
- JDA Consulting Engineers
- Joint Center for Political and Economic Study
- Maryland Auto Insurance Fund
- Maryland Department of Transportation
- MITRE Corporation
- Moss Warner Communication Pension Benefit Guaranty Corp
- National Aeronautics and Space Admin.
- National Park Service
- Naval Air Systems Command
- New York City Law Department
- Newport Communications
- Northern VA NAIOP
- Office of Employee Appeals
- Precision Economics
- Principia Consulting
- U.S. Corps of Engineers
- U.S. Census Bureau Legal Office
- U.S. Department of Agriculture, Food Nutrition Services
- U.S. Department of Housing and Urban Development, Office of Inspector General
- U.S. District Attorney's Office
- U.S. Environmental Protection Agency
- U.S. Immigration & Customs Enforcement
- U.S. Investigations
- Virginia Real Estate Board
- Virginia Tech Legal Counsel
- WDC Attorney General's Office
- WDC Memorial Project Foundation
- WDC Public Service Commission
- WMATA
- Witten Technologies
- The World Bank