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*Quality Transcripts, On-Time Delivery,
Reasonable Rates*

For The Record, Inc.
Court Reporting & Litigation Support

GSA Rate Schedule



FTR provides a 25-line page with 60 text characters per line (a 13% value over commercial formatting).
Price list represents a verbatim extract from FTR's commercial price list dated January 2009.
Each transcript order includes a complimentary condensed transcript, keyword index and file on CD.
Government purchase cards and EFT payments accepted.





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Washington, DC Reporter Page Rates

Deposition/Arbitration Transcript

Delivery	Original
10 Business Days	\$3.92
9 Business Days	\$4.02
8 Business Days	\$4.19
7 Business Days	\$4.45
6 Business Days	\$4.71
5 Business Days	\$4.97
4 Business Days	\$5.23
3 Business Days	\$5.76
2 Business Days	\$7.07
Next Business Day	\$8.11
Same Business Day	\$9.68

Delivery	Copy
10 Business Days	\$2.45

Trial/Meeting Transcript

Delivery	Original
10 Business Days	\$4.97
9 Business Days	\$5.08
8 Business Days	\$5.23
7 Business Days	\$5.49
6 Business Days	\$5.76
5 Business Days	\$6.28
4 Business Days	\$6.54
3 Business Days	\$6.80
2 Business Days	\$7.33
Next Business Day	\$8.38
Same Business Day	\$9.95

Delivery	Copy
10 Business Days	\$2.45



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Other Fees (Washington, DC)

Reporting Fees

Service	Total GSA Price
Late Cancellation Fee (Less than 24 hours notice)	\$89.07 per day
Reporter Appearance (No Prior Cancellation)	\$157.16 per day
Minimum Original Transcript Fee	\$183.36
Notary-Only Appearance	\$183.36 per day
Reporting Time Fee (No Transcript Ordered)	\$75.56 per hour
Deposition Room	\$201.50

Billed to Original/Scheduling Party

Realtime Reporting

Service	Total GSA Price
Interactive Realtime, Each Requesting Party	\$1.56 per page
Interactive Realtime, Each Additional Unit to Ordering Party	\$1.04 per page
Rough Draft ASCII, Each Party	\$1.30 per page
LiveNote Token	\$35.26 each

Video

Service	Total GSA Price
Two-Hour Minimum (First two hours)	\$297.21
Additional Hours	\$85.63 each
Overtime Hours (After 5:00, Weekends, Holidays)	Add'l 50% per hour
Original DVD/CD	\$60.45 each
Video Editing	\$95.71 per hour
Extra Copy of Video to Taking Party	\$50.37 each
Extra Copy of Video to Other Party	\$85.63 each
Late Cancellation Fee (Less than 24 hours notice)	\$176.31
MPEG CD Creation (Computer-Playable Video CD)	\$75.56 per CD
Video-to-Text Synchronization	\$60.45 per hour
Provision of Video-to-Text Synchronization on CD	\$50.37 per CD



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Non-DC Area Reporter Page Rates

Deposition Transcripts

Delivery	Original
10 Business Days	\$5.41
6-9 Business Days	\$5.93
5 Business Days	\$6.45
4 Business Days	\$7.18
3 Business Days	\$8.22
2 Business Days	\$9.26
Next Business Day	\$10.30
Rush (4 Hours)	\$12.12

Delivery	Copy
10 Business Days	\$3.45

Trial/Meeting Transcripts

Delivery	Original
10 Business Days	\$6.71
6-9 Business Days	\$7.64
5 Business Days	\$8.27
4 Business Days	\$8.48
3 Business Days	\$9.52
2 Business Days	\$10.56
Next Business Day	\$12.38
Rush (4 Hours)	\$14.46

Delivery	Copy
10 Business Days	\$3.45



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Other Fees (Non-DC Area)

Reporting Fees

Service	Total Price
Late Cancellation Fee (Less than 24 Hours Notice)	\$130.00 per day
Reporter Appearance	\$202.80 per day
Minimum Original Transcript Fee	\$197.60
Notary-Only Appearance (No Reporting)	\$202.80 per day
Reporting Time Fee (No Transcript Ordered)	\$75.56 per hour
Deposition Room	\$234.00

* Billed to Original/Scheduling Party

Realtime Reporting

Service	Total Price
Interactive Realtime, Each Ordering Party	\$1.87 per page
Interactive Realtime, Each Additional Unit to Ordering Party	\$1.04 per page
Rough Draft ASCII, Each Ordering Party	\$1.72 per page
LiveNote Token	\$35.26 each

Video

Service	Total Price
Two-Hour Minimum (First two hours)	\$320.00
Additional Hours	\$110.00 each
Overtime Hours (After 5:00, Weekends, Holidays)	Add'l 50% per hour
Original DVD/CD	\$60.45 each
Video Editing	\$95.71 per hour
Extra Copy of Video to Taking Party	\$50.37 each
Extra Copy of Video to Other Party	\$85.63 each
Late Cancellation Fee (Less than 24 hours notice)	\$176.31
MPEG CD Creation (Computer-Playable Video CD)	\$75.56 per CD
Video-to-Text Synchronization	\$60.45 per hour
Provision of Video-to-Text Synchronization on CD	\$50.37 per CD



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Surcharges (Washington, DC and non-DC Area)

Service	Total Price
Reporter Waiting Time Fee (Billed in 30-minute increments)	\$50.37 per hour
Evening Surcharge (Pages after 5:00)	Add'l 50% per page
Weekend/Holiday Surcharge	Add'l 50% per page
Publisher Bundle CD (Transcript Linked with Exhibits and Video)	\$50.37 each
	\$10.07 each add'l witness
OCR Scanned and Searchable Exhibits	\$1.25 per page
Exhibit Copies or Scans (8-1/2" x. 11")	\$0.35 per page
Exhibit Copies (Special or Color)	\$0.75 per page
Extra Full-Size Transcript to Same Ordering Party	\$0.35 per page
Extra Condensed Transcript	\$15.11 each
Replacement/Extra Disk	\$10.07 each
Transcript E-mail	\$0.00
Transcript Delivery Fee (Express delivery by Courier as Needed)	\$20.15 per delivery (DC/MD/VA)
	\$40.30 per delivery (Non-DC/MD/VA)

Billed to Original/Scheduling Party



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Transcription Page Rates (Per Page)

Tape/CD/Wav Files

Delivery	Total GSA Price
10 Business Days	\$3.14
9 Business Days	\$3.35
8 Business Days	\$3.61
7 Business Days	\$3.87
6 Business Days	\$4.13
5 Business Days	\$4.45
4 Business Days	\$4.71
3 Business Days	\$4.97
2 Business Days	\$5.92
Next Business Day	\$6.44
Same Business Day	\$7.49

Video/Web-based Media Files

Delivery	Total GSA Price
10 Business Days	\$3.40
9 Business Days	\$3.66
8 Business Days	\$3.66
7 Business Days	\$4.45
6 Business Days	\$4.75
5 Business Days	\$5.13
4 Business Days	\$5.42
3 Business Days	\$5.72
2 Business Days	\$6.80
Next Business Day	\$6.80
Same Business Day	\$9.42

Surcharges

Service	Total GSA Price
Minimum Original Transcript Fee	\$50.03
Extra Full-Size Copy to Same Ordering Party	\$0.35 per page
Extra Condensed Transcript	\$15.11 each
Replacement/Extra Disk	\$10.07 each
Transcript E-mail	\$0.00
Transcript Delivery Fee	\$20.15 per delivery (DC/MD/VA)
	\$40.30 per delivery (Non-DC/MD/VA)



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For The Record, Inc. Court Reporting & Litigation Support

Company Information

Contract No. GSA-07F-0573T

DUNS No. 79-636-3703

Contract Period: September 10, 2012 - September 9, 2017

SIN 736-1 Administrative Support and Clerical Occupations

Schedule Title 736 Temporary Administrative and Professional Staffing Services
(TAPS)
FSC Group: 736

Business Size: Small, Woman-Owned Business

Contractor:

For The Record, Inc.
10760 Demarr Road
White Plains, MD 20695
301-870-8025
301-870-8333 fax
www.ftrinc.net

GSA Contact:

Sara J. Vance
svance@ftrinc.net

MISSION STATEMENT

For The Record, Inc. (FTR) was incorporated in November 1991 as a small, women-owned business providing stenotype court reporting, transcription, and related litigation support throughout the Baltimore-Washington corridor. Experience gained throughout the 1990s and early 2000s, in working with government clients and the private bar on large litigations, has led to nationwide coverage of many cases and ultimately resulted in GSA Schedule 736 certification and status. Professional stenotype court reporters further enhance FTR's corporate goals through their ongoing training, dedication, and specific subject-area expertise as they provide superior on-site service to our clients and final transcript excellence. We remain committed to our initial corporate goal of quality transcripts, on-time delivery, and reasonable rates.



For The Record, Inc. Court Reporting & Litigation Support

Customer Information

- 1a. Table of Awarded Special Item Numbers (SINs): SIN: 736-1; Description: Administrative Support and Clerical Occupations
- 1b. Lowest Priced Model Number and Price for Each SIN: N/A
- 1c. Hourly Rates and Description of All Corresponding Commercial Job Titles, Experience, Functional Responsibility and Education: All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category. See the Job Descriptions provided after the pricing information.
2. Maximum Order*: \$100,000 per SIN
*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.
3. Minimum Order: \$100 unless the contractor agrees to accept a smaller order amount.
4. Geographic Coverage: Domestic (50 states, DC, PR and Territories).
5. Point(s) of Production: N/A
6. Discount from List Prices: N/A
7. Quantity Discount(s): None.
8. Prompt Payment Terms: Net 30.
- 9a. Government Purchase Cards are accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Cards are accepted above the micro-purchase threshold.
10. Foreign Items: None.
- 11a. Time of Delivery: N/A
- 11b. Expedited Delivery: N/A
- 11c. Overnight and 2-day Delivery: N/A
- 11d. Urgent Requirements: Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.



For The Record, Inc. Court Reporting & Litigation Support

Customer Information

12. FOB Point: N/A
- 13a. Ordering Address: Same as contractor address. Customer should contact contractor for additional addresses.
- 13b. Ordering Procedures: For supplies and services, the special ordering procedures for TAPS schedule can be found at the www.gsa.gov/tempservices. Information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment Address: Same as contractor address.
15. Warranty Provision: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. Export Packing Charges: Not applicable.
17. Terms and Conditions of Government Purchase Card Acceptance: None.
18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): N/A
19. Terms and Conditions of Installation (if applicable): N/A
20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts From List Prices (if available): N/A
- 20a. Terms and Conditions for Any Other Services (If Applicable): N/A
21. List of Service and Distribution Points (If Applicable): N/A
22. List of Participating Dealers (If Applicable): N/A
23. Preventive Maintenance (If Applicable): N/A
- 24a. Special Attributes Such as Environmental Attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. Section 508 Compliance for EIT: N/A
25. DUNS Number: 796363703
26. Notification Regarding Registration in Central Contractor Registration (CCR) Database: Contractor has an Active Registration in the CCR database.