

**REPORTER'S PREFERENCE SHEET**

NAME: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

PAGE RATE: NORMAL = \_\_\_\_\_ RUSH = \_\_\_\_\_

TURNAROUND TIME EXPECTED: \_\_\_\_\_

ADDRESS: (O) \_\_\_\_\_

(H) \_\_\_\_\_

PHONE: (O) \_\_\_\_\_ (H) \_\_\_\_\_

(C) \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_