

## How do you want your records?

### Ordering Firm

# Alliant

## Record Retrieval

📞 877-555-5555

✉️ [Orders@AlliantRecords.com](mailto:Orders@AlliantRecords.com)

Contact \_\_\_\_\_  
Attorney (s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Do you want?

Draft Review of Notices/DWQ ☐ YES ☐ NO  
Hand Service of Subpoenas? ☐ YES ☐ NO  
Proof of Service Efiled? ☐ YES ☐ NO  
ANR/NRD Approval? ☐ YES ☐ NO  
Copied on OC service emails? ☐ YES ☐ NO  
Efile notifications? ☐ YES ☐ NO

#### Correspondence: email address(s) (who receives these?)

Status Updates \_\_\_\_\_

Upload Notifications \_\_\_\_\_

Billing \_\_\_\_\_

**RECORDS:** ☐ Medical ☐ Billing ☐ Radiology ☐ Employment ☐ Business ☐ Other  
☐ Admissible ☐ Admissible w/Affidavit ☐ Inadmissible ☐ Inadmissible w/affidavit ☐ Auth /affidavit

**Deliverables** – records and invoices will automatically be uploaded to our repository. Original Radiology Cd's will also be sent to your office.

#### Do you need?

Work Copy (Paper)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Radiology Images on 2 <sup>nd</sup> CD	<input type="checkbox"/> YES <input type="checkbox"/> NO
Court (Sealed) Copy (Paper)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Radiology Images on Repository	<input type="checkbox"/> YES <input type="checkbox"/> NO
Work Copy on CD	<input type="checkbox"/> YES <input type="checkbox"/> NO	Records OCR'd	<input type="checkbox"/> YES <input type="checkbox"/> NO
AI Generated Summary	<input type="checkbox"/> YES <input type="checkbox"/> NO		

How many days should we wait for YOUR response to a question before we ask again? \_\_\_\_\_

(SOA, General questions – we don't want to bug you, but also want to get the records in fast)

What is the maximum custodian fee we are allowed to pay without your approval? \_\_\_\_\_

What is the maximum final cost of the records (not including custodian fee) without your approval? \_\_\_\_\_

What is maximum 3<sup>rd</sup> party fee (process server, courier, notary) we can pay? \_\_\_\_\_

Records Scope

Other

# got Records?

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Houston, Tx 77096

🌐 [www.AlliantRecords.com](http://www.AlliantRecords.com)