

# Administrative documents

This page is a repository for the documents that the firm uses to administer aspects of its business.

## Client-facing documents

### Payment

- Credit card authorization form (fillable)
- Credit card authorization form (editable)

### Financial

- Transaction trust information (DOCX)
- Transaction trust information (PDF)
  - Fees trust instructions (DOCX)
  - Fees trust instructions (PDF)

### Fee schedules

- Real estate transactions
- Civil litigation fee schedule
- Criminal litigation fee schedule

## Professional-facing documents

### ID Verification

- Agent verification agreement

## Court-facing documents

- Court transcript order form

*Send completed court transcript form to: [beyondtranscriptions@outlook.com](mailto:beyondtranscriptions@outlook.com).*

- Court of Appeal credit card authorization form

## Shipping

- FedEx batch shipping

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