**Hanna Scoping Services**

Sherri Hanna

[Hannascoping@gmail.com](mailto:Hannascoping@gmail.com)

(530) 598-4709

Eclipse CAT 

REPORTER’S PREFERENCE SHEET

|  |  |  |
| --- | --- | --- |
| Name: |  | Address: |
| Phone: |  |  |
| Email: |  |  |

Turnaround time expected:   Standard (5-10 days)  Expedited (3-5 days)  Daily (24 hours)

|  |  |
| --- | --- |
| 1. *; is that correct?*   *, is that correct?*  *. Is that correct?* |  |
| 1. *; right?*   *, right?*  *. Right?* |  |
| 1. *; do you recall?*   *, do you recall?*  *. Do you recall?* |  |
| 1. *My question is, why did you do that?*   *My question is: Why did you do that?* |  |
| 1. *BY MR. JONES: Q. (By Mr. Jones)*   *Q.* |  |
| 1. Spelled out words:   *M-A-R-C-H*  *MARCH*  *M-a-r-c-h* |  |
| 1. *11/3/01*   *11/3/2001*  *11-3-01*  *11-3-2001*  Or always written out: *November 3, 2001* |  |
| 1. Witness says *“eight o’clock”*   *8:00*  *8 o’clock*  *8:00 o’clock* |  |
| 1. *p.m.*   *pm*  *PM* |  |
| 1. *apples, oranges, and bananas*   *apples, oranges and bananas* |  |
| 1. *Page No. 1*   *Page Number One*  *page number one* | Other: |
| 1. *Exhibit No. 1*   *Exhibit Number One*  *exhibit number one* | Other: |
| 1. *1.5*   *1 point 5*  *one point five* | Other: |
| 1. *I am 5’ 2.”*   *I am five-two.*  *I am 5-2.* | Other: |
| 1. *(530) 555-1234*   *530-555-1234* |  |
| 1. *Five monkeys, twelve dolphins and two fish.*   *5 monkeys, 12 dolphins and 2 fish.*  *Five monkeys, 12 dolphins and two fish.* |  |
| 1. Witness says “two million dollars”   *$2 million dollars.*  *Two million dollars.*  *$2,000,000.00.* |  |
|  |  |
| Comma after year: *The November 3, 2001, letter* | Yes  No |
| Comma between month and year: *March, 2017* | Yes  No |
| New paragraph after “-- strike that”? | Yes  No |
| Do you use quotation marks? *Did he say “I need service,” or something else?* | Yes  No |
| Comma after “now” or “so” at the beginning of a sentence? | Yes  No |
| Use ellipses for trailing off? . . . | Yes  No |
| Punctuation in job titles? *C.E.O. CEO* | Yes  No |
| Any additional instructions or specific requests: |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |