**Hanna Scoping Services**

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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: |  |
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