

[Date]

[Videographer Name/Company Name]

[Address]

[City, State, Zip]

RE: Letter of Instruction for Synchronized Transcript Delivery

Case Name: [Case Name]

Case Number: [Case Number]

Deponent: [Name of Witness]

Date of Deposition: [Date]

Dear [Name of Videographer],

This letter serves as formal instruction regarding the video recording and final deliverables for the above-referenced deposition.

Please coordinate directly with the court reporting agency, [Court Reporting Agency Name], to obtain the final certified digital transcript (.ASCII or .SBF file) for synchronization purposes.

We require the final video delivery to include the following:

- **Synchronized Video:** A digital file where the text of the deposition transcript is synchronized with the video recording.
- **Format:** Please provide the synchronized files in [Format, e.g., .CMS, .MDB, or .XML] format suitable for use in [Software, e.g., TrialDirector, Sanction, or DepoView].
- **Digital Delivery:** Files should be delivered via [Secure Download Link / Encrypted USB Drive].
- **Clips:** High-definition MP4 files of the deposition.

Please ensure that all timestamps and synchronization points are accurate to the spoken word. If there are any technical issues obtaining the transcript or performing the sync, notify our office immediately.

Please send the final invoice and the completed media to my attention at the address listed below.

Sincerely,

[Your Name]

[Your Law Firm]

[Phone Number]

[Email Address]