



Deposition and Litigation Services

HG EXHIBIT COVER SHEET

Please attach to exhibits, one cover sheet per job.

Reporter Name: _____ HG Job #: _____

Witness Name: _____ Depo Date: _____

Number of Sets Needed: _____

Original Documents:

Attach to Original Transcript

Send to Witness or Counsel

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Do exhibits have color, including highlighting? YES NO

If YES, do attorneys want color copies? YES NO

Special Instructions:

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www.hglitigation.com ■ e-mail: info@hglitigation.com