

**TWU LOCAL 567  
Transcript Request Form**

Date transcript was taken:

\_\_\_\_\_

Description of transcribed proceeding:

\_\_\_\_\_

Estimated cost (to be determined by Recording Secretary at time order is placed):

\_\_\_\_\_

Person requesting transcript

Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

The Local 567 Transcript Policy is maintained in Section 3.21 of the Local 567 Policy Manual available upon request at the Union Hall. This form, when properly executed and submitted to Recording Secretary, will be considered "written request" in accordance the TWU Local 567 Policy Manual.

I understand that the requested transcript may be subject to various state, federal and international copyright laws and agree to use the requested transcript in abidance with those laws as applicable.

(signed) \_\_\_\_\_

\_\_\_\_\_ Date

Approved/Denied: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

EM: ts