



Service Options & Pricing

The first two (2) regular transcripts ordered district-wide are courtesy copies processed at no charge. Subsequent transcripts are issued following the pricing schedule below:

Service	Fee	Approximate Processing Time
Regular Request – Electronic or Mailed	\$7 per transcript	3 business days
Regular Request - Pick Up	\$7 per transcript	3 business days
Rush Request – Electronic or Mailed	\$10 per transcript + \$7 transcript fee (if applicable)	Next business day
Rush Request - Pick Up	\$10 per transcript + \$7 transcript fee (if applicable)	Next business day
Same Day Request – Electronic or Mailed	\$13 per transcript + \$7 transcript fee (if applicable)	Same day
Same Day Request - Pick Up	\$13 per transcript + \$7 transcript fee (if applicable)	Same day (if ordered 2 hours before closing)
Federal Express to main 48 states	\$18 per recipient + applicable transcript fees	Based on selected FedEx delivery options
Federal Express to Alaska or Hawaii	\$21 per recipient + applicable transcript fees	Based on selected FedEx delivery options
International Federal Express	\$41 per recipient + applicable transcript fees	Based on selected FedEx delivery options

*There is no additional charge for Internet and COD/Pay-in-Person orders

*Additional surcharge for operator-entered orders apply by calling 847-716-3005