



TEXT to AUDIO - CHECKLIST

This service involves transcribing text to an audio format.

We refer you to our terms and conditions of business; ask us if you need a copy.

We advise that you include the information below when communicating with us about your requirements.

- What is the purpose of the recording?
- Who will be the end user?
- What is the subject matter of the text?
- Approximately how long is the subject matter (in words/pages)?
- Are there any pictures or diagrams?
- In what format would you like the recording returned to you? (e.g. Tape, CD, MP3)
- When is your deadline?
- When will the text be ready?
- Do you require a male or female voice?
- What kind of voice do you require? (Young, mature, neutral, child-like, business-like, etc.)
- Would you prefer the recording to be carried out at a professional recording studio or on home equipment?
- If at a studio, do you need us to organise this?