



TRANSCRIPTION (AUDIO to TEXT) - CHECKLIST

We work with media and marketing companies, legal firms and many others to transcribe, or transcribe and translate, corporate videos, police interviews, medical and technical conference speeches, documentary scripts, financial seminars, films, and radio programmes. And much more.

We'll take any digital video or sound file, DVD, CD, or tape and transcribe it to text. If needed, we can then translate it into any language. As always, any sensitive information is handled in the strictest of confidence and our service is delivered quickly and to the agreed deadline.

We can add in time codes, and will take your instructions on any character restrictions and layout requirements. Whether you have 500 classic films needing transcribing ready for subtitling (we loved that job!) or a half hour interview you need urgently for a news report, we can help.

We charge by the minute so we can give you an accurate quotation based on the length of any recording. Tell us the length of the recording and we can advise when your transcription will be ready.

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

We advise that you include the following information when communicating with us about your requirements:

- What is the format of the source recording?
- How many recordings are there?
- Which languages are present on the recording(s)?
- What is the subject matter?
- How long is the recording? *(Please indicate the number of minutes.)*
- Do you require time codes to be noted, and if so, how often?
- Do you require the speakers to be noted, and if so, what are their names if not obvious from the recording?
- Will the written text then need to be translated?
- If yes, into which language(s)?
- When is your deadline?
- In which format would you like the completed work?
- Do you have any additional instructions?