Transcription (Audio to Text) Checklist

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We work with media, marketing, legal, medical, IT, and many other industries to transcribe, or transcribe and translate various types of audio files. These files include, but are not limited to, corporate videos, police interviews, conference speeches, documentary scripts, financial seminars, films, and radio programmes.

We can take any digital video or sound file and transcribe it to text. We can then, if needed, translate it into any language. We can add in time codes, and we will work with your instructions on any character restrictions and layout requirements. Whether you have 500 classic films that need to be transcribed ready for subtitling (we loved that job! ❤) or a 30-minute interview you need urgently for a news report, we can help.

We charge by the minute so we can give you a quotation based on the length of any recording. After you tell us the length of the recording, we can advise when your transcription will be ready.

As always, any sensitive information is handled in the strictest of confidence and our service is delivered quickly and to the agreed deadline.

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

Here are some questions to ask and things to remember when contacting us about your transcription project:

- 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?
- In minutes, how long is the recording?
- Do you require time codes to be noted, and if so, how often?

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Transcription (Audio to Text) Checklist cont.

- Do you require the speakers to be noted?
  - If so, what are their names (if not obvious from the recording)?
- Will the transcribed text require translation into another language(s)?
  - If yes, which language(s)?
- When is your deadline?
- In which format would you like the completed work?
- Do you have any other additional instructions?