ALPHA DOG Transcriptions

ORDER FORM

Office Use: Time In Job #

Company: _____ P.O. # (if any): _____ Arrival Date: _____

Contact Name: _____

Contact Phone: _____

Project/Show: _____

Segment Title: _____

Order will be dropped off: Before 11am ☐
(Mon–Thurs.) Before 4pm ☐
(Fri.) Before 3pm ☐
After Hours ☐

Expected Due Date & Time: _____

Transcription Type

Interview (audio) ☐
Interview (time-coded) ☐
"Nat" Sound ☐
(Reality, conversational, groups)

Turnaround

Standard (2 days) ☐
Budget (3-4 days) ☐
Economy (5-6 days) ☐

Rush (less than 2 days)

24-36 hours + 25% ☐
12-24 hours + 50% ☐
Overnight + 75% ☐
Wkend/holiday + 75% ☐
Same Day + 125% ☐

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Finished Show Scripts

Dialogue List ☐
Budget As Broadcast ☐
3 Col As Broadcast ☐

Turnaround Finished Show

Standard 5 days ☐
Rush 4 days + 25% ☐
Rush 3 days + 50% ☐
Rush 2 days + 75% ☐

Media information

DVD/CD ☐ Upload ☐ Other _____
(Each disc or uploaded file 60 min. or less!)

Quantity of media: _____

Total time of order: _____

List each file # and time OR size

(without running time or file size we won't know if we've received the entire file)

_____
_____
_____
_____
_____
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_____

Additional Instructions:

Transcribe B-roll, if any?:
Yes ☐ No ☐

How to transcribe NAT?:
Don't ☐ Summary ☐ Verbatim * ☐

Include interviewer's questions?:
Don't ☐ Summary ☐ Verbatim * ☐

Special Instructions attached?:
Yes ☐ No ☐

E-mail transcripts to:

_____
_____
_____
_____
_____
_____

Return media via:

Client Pickup ☐
Please Recycle ☐
Send USPS * ☐
Send FedEx * ☐
Acct. # _____
Overnight ☐ 2 Day ☐ Ground ☐

Billing info:

On account ☐
C.O.D. ☐
(CC auth. form must be on file)

_____
Contact Signature

_____
Date

Email

Your signature indicates your acceptance of Alpha Dog Transcriptions' rates and terms, as specified in our Policies and Procedures and affirms your ability to bind your company to these rates and terms.

** Additional service rates may apply*

6314 Ethel Avenue, Van Nuys, CA 91401 -- Phone: (818) 785-6818 Fax: (818) 937-6888
Website: www.AlphaDogTranscriptions.com -- E-mail: info@AlphaDogTranscriptions.com