



ALPHA DOG Transcriptions

Corporate/Legal/Academic ORDER FORM

Office Use: Time In _____

Job # _____

Your Name: _____

Arrival Date: _____ Arrival Time: Before 2 p.m.

Your Company: _____

*After 2 p.m.

Your Phone: _____

(*Any orders delivered after 2 p.m. will be processed the next business day.)

Your Email: _____

Expected Due Date & Time: _____

Project Title: _____

Purchase Order # (if any): _____

Transcription Type

- Single Speaker
(Dictation/lecture/speech)
- One-On-One Interview
(2nd person add'l .20/min.)
- Group Int./Panel/Meeting
(Recorded live in-person)
- Conf. Call/Webinar/Podcast
(Recorded on phone or web)
- Non-Trial Legal Proceeding
(Deposition, hearing)
- Trial Transcription

Turnaround

- Standard 2-day (by 4 p.m.)
- Budget 4-day (by 4 p.m.)
- Economy 6-day (by 4 p.m.)

Rush Rates

- 2-day by 11 a.m. + 25%
- Next Day by 4 p.m. + 50%
- Overnight by 11 a.m. + 75%
- Same Day + 125%
- Weekend / Holiday + 50%

Media information

- Upload to Alpha Dog website
- Email link for downloading
- Deliver DVD/CD/Drive

Quantity of files:

Total time of order:

File #: _____

Speaker: _____

File size or length: _____

File #: _____

Speaker: _____

File size or length: _____

File #: _____

Speaker: _____

File size or length: _____

File #: _____

Speaker: _____

File size or length: _____

File #: _____

Speaker: _____

File size or length: _____

-- Attach list if more files --

Additional Services

- Add time stamps / time codes?
Yes No
- Include interviewer's questions?
No Summary Verbatim
- "Clean up" transcript(s)?
(No ums, ers, stutters, repeats, etc.)
Yes No
- Certify transcript(s)?
(Statement of authenticity & content)
Yes No
- Require a special format?
(Different from our standard format)
Yes No
- Special instructions attached?:
Yes No

E-mail transcripts to

Billing Information

- On deferred payment account
- Pay with credit card
(Must submit Credit Card Authorization)

Contact Signature

Date

Your signature indicates your acceptance of Alpha Dog Transcriptions' [Policies & Procedures](#) and [Terms of Service](#), and affirms your ability to bind your company to these rates and terms.

§ **Additional service rates may apply**