



ALPHA DOG Transcriptions

ORDER FORM

Office Use: Time In _____

Job # _____

Company: _____

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

Contact Name: _____

Order will be dropped off: Before 11am

Contact Phone: _____

(Mon-Thurs.) Before 4pm

Project/Show: _____

(Fri.) Before 3pm

Segment Title: _____

Expected

Due Date & Time: _____

After Hours

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)

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

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