



# ALPHA DOG Transcriptions

## Entertainment/Production ORDER FORM

Office Use: Time In \_\_\_\_\_

Job # \_\_\_\_\_

Your Name: \_\_\_\_\_  
 Your Company: \_\_\_\_\_  
 Your Phone: \_\_\_\_\_  
 Your Email: \_\_\_\_\_  
 Project/Show: \_\_\_\_\_  
 Episode/Seg: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Arrival Time: Before 2 p.m.   
 \*After 2 p.m.

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

Expected Due Date & Time: \_\_\_\_\_

Purchase Order # (if any): \_\_\_\_\_

### Transcription Type

- Interview (audio only)
- Interview (w/time code or stamp)
- Additional interviewee?   
(2nd person + .20/min.)
- Group interviews, OTF, SOT, reality footage, field tapes

### 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%

*\*If you need a Finished Show Script (Dialogue List, Budget As-Broadcast, 3 Column As-Broadcast) the rates and turnaround times are not the same as above! Please contact us for a different form.*

### 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: \_\_\_\_\_

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Speaker: \_\_\_\_\_

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Speaker: \_\_\_\_\_

File size or length: \_\_\_\_\_

-- Attach list if more files --

### Additional Services

- Log B-roll (if any)?  
Yes  No
- Include interviewer's questions?  
No  Summary  Verbatim \$
- "Clean up" transcript(s)?  
(No ums, ers, stutters, repeats, etc.)  
Yes  No
- Transcribe "Nat" (if any)?  
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 our rates and terms.

§ **Additional service rates may apply**