



# ALPHA DOG Transcriptions

Talk to the paw!!

## RATES & SERVICES

**\*\*Please be sure that each file to be transcribed is a maximum of 60 min. or your order may be delayed.\*\***

| <b>PRODUCTION / ENTERTAINMENT TRANSCRIPTION<br/>(Per minute rate)</b>   | <b>Economy<br/>(5-6 days)</b> | <b>Budget<br/>(3-4 days)</b> | <b>Standard<br/>(2 days)</b> |
|---|-------------------------------|------------------------------|------------------------------|
| <b>Basic One-on-One interview</b> (audio only)<br>- Single person interviews<br>- Interviewer's questions summarized<br>- No time codes<br>- If any "Nat" material is present, it can be summarized if requested<br>- + .20¢ for 2 person interview (3 or more is a group - see "Nat" below)  | \$1.83                        | \$2.00                       | \$2.16                       |
| <b>Basic One-on-One interview</b> (with time codes)<br>- Single person interviews<br>- Interviewer's questions summarized<br>- Time codes approx. every 30 seconds<br>- Light B-roll, if requested<br>- If any "Nat" material is present, it can be summarized if requested<br>- + .20¢ for 2 person interview (3 or more is a group - see "Nat" below) | \$2.00                        | \$2.16                       | \$2.33                       |
| <b>Natural sound – "NAT" verbatim</b><br>- All people transcribed verbatim<br>- Time codes approx. every 15-20 seconds<br>- This type of material includes: OTF, SOT, walk & talks, field tapes, group interviews, reality footage, panel discussions, conversational, etc.   | \$3.13                        | \$3.33                       | \$3.60                       |

| <b>FINISHED SHOW / CONTINUITY PRODUCTION SCRIPTS<br/>(Per minute rate - 15 minute minimum)</b>  | <b>5 Days</b> | <b>4 Days</b> | <b>3 Days</b> |
|---|---------------|---------------|---------------|
| <b>Dialogue List</b><br>* Every line of dialogue is time coded<br>* Includes scene/act breaks and SFX<br>* No action is noted   | \$5.00        | + 25%         | + 50%         |
| <b>Budget As Broadcast</b><br>* Resembles our basic transcription<br>* Dialogue time coded every 30 seconds<br>* No Action is noted   | \$4.17        | + 25%         | + 50%         |
| <b>3 Column As Broadcast</b><br>* Format is industry standard 3 column table<br>* Dialogue time coded every 15-20 sec.<br>* General action is noted<br>* All on screen text is logged | \$6.33        | + 25%         | + 50%         |





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| <b>ACADEMIC, LEGAL, CORPORATE TRANSCRIPTION<br/>(Per minute rate - All speakers transcribed verbatim)</b> | <b>Economy<br/>(5-6 days)</b> | <b>Budget<br/>(3-4 days)</b> | <b>Standard<br/>(2 days)</b> |
|---|-------------------------------|------------------------------|------------------------------|
| <b>Dictation, Presentation, Lecture, Seminar</b><br>(one speaker only)                                    | \$1.83                        | \$2.00                       | \$2.16                       |
| <b>Lecture, Seminar, Panel Discussion, Meeting, Conference</b><br>(multiple speakers)                     | \$2.08                        | \$2.25                       | \$2.41                       |
| <b>Depositions / Victim, Witness, Suspect Interviews</b><br>(in standard legal format)                    | \$2.25                        | \$2.42                       | \$2.59                       |
| <b>Conference Call / Webinar / Podcast</b><br>(recorded on the phone or web)                              | \$2.33                        | \$2.50                       | \$2.66                       |
| <b>Arbitration / Court Proceedings</b><br>(in standard legal format)                                      | \$2.58                        | \$2.75                       | \$2.91                       |
| <b>Add time stamps</b><br>(approx. every 30 sec.)   | + \$.25                       | + \$.25                      | + \$.25                      |
| <b>Material with mainly technical or scientific terminology</b>   | + \$1.00                      | + \$1.00                     | + \$1.00                     |
| <b>Certification Statement</b><br>(sworn authentication of transcript content and accuracy)               | \$25 per file                 | \$25 per file                | \$25 per file                |
| <b>* Material with difficult audio issues</b><br>(see last page for description)                          | + \$.30                       | + \$.30                      | + \$.30                      |

| <b>TRANSLATION<br/>(Per minute rate - 15 minute minimum )</b>     | <b>5 DAYS</b> | <b>4 DAYS</b> | <b>3 DAYS</b> |
|---|---------------|---------------|---------------|
| <b>Spanish to Spanish</b><br>(just Spanish is transcribed)        | \$5.00        | + 25%         | + 50%         |
| <b>Spanish to English</b><br>(both Spanish & English transcribed) | \$6.50        | + 25%         | + 50%         |
| <b>**Other languages upon request, rates may vary**</b>           | --            | --            | --            |





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## RUSH RATES (Does not apply to Continuity or Translation)

|   |        |
|---|--------|
| <b>24-36 hours</b>  | + 25%  |
| <b>12-24 hours</b>  | + 50%  |
| <b>Weekend / Holiday</b>                                    | + 50%  |
| <b>Overnight</b><br>(material must be delivered by 4pm PST) | + 75%  |
| <b>Same Day</b><br>(material must be delivered by 10am PST) | + 125% |

## ADDITIONAL SERVICES

|  |                                 |
|--|---------------------------------|
| <b>Interviewer's Questions Verbatim</b>  | \$.50/min.                      |
| <b>Detailed B-roll logging</b>   | \$.50/min.                      |
| <b>Add Time Codes / Stamps to existing transcript</b>  | \$.65/min.                      |
| <b>Second Pass Service</b><br>(for 99.9% accuracy!)  | \$.50/min.                      |
| <b>Terminology research</b><br>(internet search for spelling accuracy)   | \$.25/min.                      |
| <b>Special formatting requests</b>   | \$.35/min.                      |
| <b>Certification</b><br>(sworn authentication of transcript for legal use)   | \$25.00 per file                |
| <b>Transcode &amp; add window burn-in time code to your files</b>  | \$65 per editing hour           |
| <b>Combine multiple files into a single transcript --or--<br/>Split combined audio/video files into individual transcripts</b> | \$5 per file                    |
| <b>Hard copies of transcripts</b>  | \$.15/page                      |
| <b>Burn transcripts / audio files to CD</b>  | 1 <sup>st</sup> Free, \$2 add'l |
| <b>Resend archived transcripts</b>   | No charge!                      |





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## ASSESSED FEES (we hope these are never necessary!)

### Cancellation of Order

- If order is cancelled after we have received your material and started processing.

50% of total order  
(including any rush charges)

### File Viewing Charge

- If you deliver files / DVDs that don't require transcription (wrong file, wrong material, no audio, cancelled file, etc.) after we have received your material and started processing.

\$15 per file

### Split Digital File into 60 min or less

- If you deliver files / DVDs that contain over 60 minutes of material each.  
(Does NOT apply to finished show/continuity scripts)

\$15 per split

### Compress large files

- If you deliver files / DVDs that are larger than 3mb per minute of material.  
(Does NOT apply to finished show/continuity scripts)

\$.75 / minute

## HERE'S THE NITTY-GRITTY:

- All orders must be pre-scheduled and are subject to our availability.
- Turnarounds are based on business days, do not include weekends or holidays, and begin the day after material is submitted. (e.g.; For a standard 2 day turnaround, an order delivered by 4pm on Monday will be ready Wednesday by 4pm)
- **Monday - Thursday orders must be submitted by 4pm PST.**
- **Friday orders must be submitted by 3pm PST.**  
(Orders received after these deadlines are processed the next business day)
- There is a 5 minute minimum per file submitted.
- There is a \$50 minimum per order/project.

If you're uploading to our FTP site each file needs to be less than 60 min. of material and no more than 3mb per minute in size. (If you have shot in HD please **do not give us HD quality files!** Down-res your material in order to meet our length and file size requirements.)

"Difficult audio" includes any material with any of the following factors: poor recording quality or sound level, telephone or web recordings, background noise, simultaneous talking, speakers with accents, and other such issues affecting the audio.

Please refer to our [Policies & Procedures](#) and our [Terms of Service](#) for more information

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