

RATES & SERVICES: GENERAL/LEGAL/CORPORATE TRANSCRIPTION

TYPE OF MATERIAL	Rates are per minute		
	Economy 6 days	Budget 4 days	Standard 2 days
Single speaker: dictation, lecture, or one-on-one interview with interviewer Q's summarized <i>*Add .20¢ for 2-person interview. 3 or more people is a group</i>	\$1.83	\$2.00	\$2.16
Multiple speakers: lecture, panel, meeting, or group interview with interviewer Q's summarized <i>*Recorded live in-person</i>	\$2.08	\$2.25	\$2.41
Multiple speakers: conference call, Skype, webinar, podcast <i>*Recorded on the phone or web</i>	\$2.25	\$2.42	\$2.59
Victim/witness interview, or doctor/patient session, etc. <i>*In our standard transcription format</i>	\$2.33	\$2.50	\$2.66
Legal proceedings other than trials (depositions, hearings) <i>*In legal format with numbered lines (Federal District Court standards)</i>	\$2.58	\$2.75	\$2.91
Trial transcription <i>*Using AAERT standards with index page, exhibits, Q/A, colloquy, etc.; includes certification statement</i> <i>*Prepping of audio files, printing & binding available for additional fee</i>	\$3.66 for 7-10 day turnaround <i>(trials lasting more than 5 days may take up to 30 days)</i>		

RUSH RATES (based on our availability and 2 PM deadline)	
2-day by 11 a.m.	+ 25%
Next Day by 4 p.m.	+ 50%
Overnight by 11 a.m. <i>*Orders must be delivered by 4 PM</i>	+ 75%
Same Day <i>*Orders must be delivered by 10 AM</i>	+ 125%
Weekend / Holiday	+ 50%

ADDITIONAL SERVICES	
Add time stamps <i>*Approx. every 30 seconds</i>	+ \$.25/min.
Interviewer's questions verbatim	+ \$.50/min.
Material consisting of technical, medical, scientific, etc. terminology	+ \$1.00/min.
Terminology research <i>*Internet search for spelling accuracy</i>	+ \$.25/min.
Special formatting of transcripts	+ \$.35/min.
Combine multiple files into single transcript	+ \$5.00 per file
Certification Statement <i>*Sworn confirmation of content and accuracy</i>	\$25 per transcript
Hard copies of transcripts	\$.15 per page

TURNAROUND POLICIES

- Turnarounds are based on a 2 PM deadline Mon-Fri, excluding weekends and holidays.
- All orders received after 2 PM are processed the next business day.
- All orders must be pre-scheduled and are subject to our availability.

GENERAL TERMS OF SERVICE

- There is a 5-minute minimum per file.
- There is a \$50 minimum per project.
- All files must be compressed to be less than 3 MB per minute in size. Any files over 3 MB in size will incur an additional charge and delay your order by 1-2 days.
- If you deliver files with no transcribable material (wrong file or material) you will be charged a File Viewing Fee of \$15 per file.
- If you cancel your order after we have started processing, you will be charged a Cancellation Fee of 50% of the total order.

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

