



**RATES & SERVICES:  
GENERAL/CORPORATE/LEGAL TRANSCRIPTION**

TYPE OF MATERIAL	Rates are per minute		
	Economy 6 days	Budget 4 days	Standard 2 days
<b>Single speaker: dictation, lecture, or one-on-one interview with interviewer Q's summarized (audio only -- no time reference)</b> <i>*Add .40c for 2-person interview. 3 or more people is a group</i>	\$1.83	\$2.00	\$2.16
<b>Multiple speakers: group interview or panel with interviewer Q's summarized (audio only -- no time reference)</b>	\$2.51	\$2.68	\$2.85
<b>Multiple speakers: podcast, conference call, meeting (audio only -- no time reference)</b> <i>*Everyone is transcribed verbatim</i>	\$3.01	\$3.18	\$3.35
<b>Legal proceedings: deposition, hearing, victim/witness/suspect interview</b> <i>*In legal format with numbered lines (Federal District Court standards)</i>	\$3.41	\$3.58	\$3.75

ADDITIONAL SERVICES	
<b>Add time stamps</b> <i>*Approx. every 30 seconds</i>	+ \$.25/min.
<b>Interviewer's questions verbatim</b>	+ \$.50/min.
<b>Material consisting mainly of technical or scientific terminology</b>	+ \$.50/min.
<b>Special formatting of transcripts</b>	+ \$.50/min.
<b>Combine multiple files into single transcript</b>	\$5 per file
<b>Certification Statement</b> <i>*Sworn confirmation of content and accuracy</i>	\$25 per transcript
<b>Hard copies of transcripts</b>	\$.15 per page

**TURNAROUND POLICIES**

- Turnarounds are based on a **2 PM PST deadline** Mon-Fri, excluding weekends and holidays.
- Orders received **after 2 PM PST** 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 1GB. Any file(s) over 1GB in size will incur an additional charge and delay your order by 1-2 days.
- We transcribe all material present on each file. If there is anything you don't want transcribed, please edit your files prior to submission.
- If you deliver files with no transcribable material (i.e.; 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.*

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

