

RATES & SERVICES: PRODUCTION/ENTERTAINMENT TRANSCRIPTION

TYPE OF MATERIAL	Rates are per minute		
	Economy 6 days	Budget 4 days	Standard 2 days
Basic one-on-one interview (just audio transcribed) <i>*Single person interviews only; interviewer's questions summarized; no time codes/stamps; if any "Nat" material is present, it can be summarized, if requested</i> <i>*Add .20¢ for 2 person int'v (3 or more is a group - see "Nat" below)</i>	\$1.83	\$2.00	\$2.16
Basic one-on-one interview (with time codes or time stamps) <i>*Single person interviews only; interviewer's questions summarized; time codes/stamps approx. every 30 seconds; light B-roll, if requested; if any "Nat" material is present, it can be summarized, if requested</i> <i>*Add .20¢ for 2 person int'v (3 or more is a group - see "Nat" below)</i>	\$2.00	\$2.16	\$2.33
Natural sound material "NAT" <i>*Conversational material: OTF, SOT, walk & talks, field tapes, group interviews, reality footage, etc.</i> <i>*All people transcribed verbatim; time codes approx. every 15-20 sec.</i>	\$3.13	\$3.33	\$3.60

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	
Interviewer's questions verbatim	+ \$.50/min.
Detailed B-roll logging	+ \$.50/min.
Special formatting of transcripts	+ \$.35/min.
Combine multiple files into single transcript	\$5 per file
Transcode & add window burn-in	\$65 per hour
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.

