



# ALPHA DOG Transcriptions

## RATES & SERVICES: CONTINUITY/AS-BROADCAST/FINISHED FILM TRANSCRIPTION

SCRIPT FORMAT	
<b>Standard 5-7 day turnaround</b>	<b>Per minute rates</b>
<b>Dialogue List</b> * Every line of dialogue is time coded * Includes scene/act breaks and SFX * No action is noted	<b>\$5.00</b>
<b>Budget As-Broadcast</b> * Resembles our basic transcription format * Dialogue time coded every 30 seconds * No action is noted	<b>\$4.17</b>
<b>3 Column As-Broadcast</b> * Format is industry standard 3 column table * Dialogue time coded every 15-20 sec. * General action is noted * All on screen text is logged	<b>\$6.33</b>

RUSH RATES (based on our availability and our 2 PM deadline of all materials necessary to begin your job)	
<b>4 day turnaround</b>	+ 25%
<b>3 day turnaround</b>	+ 50%
<b>2 day turnaround</b>	+ 75%
*Less than a 2 day turnaround is not available for this type of material	

ADDITIONAL SERVICES	
<b>Special formatting of transcripts</b>	+ \$.35/min.
<b>Transcode &amp; add window burn-in</b>	\$65 per hour
<b>Hard copies of transcripts</b>	\$.15 per page

### DELIVERABLES

1. If documentary/reality: compilation of screen shots of all cast/subjects with both first and last names.
2. If narrative: a .PDF of your final shooting script (or compilation of screen shots of all cast with names.)
3. Lyric sheets for any songs, if applicable.
4. **The digital file must have window burn-in time code that matches your master cut.**  
(We can transcode and add window burn-in time code for an additional fee. This service may add 2 days to your turnaround.)

You can deliver via: upload on website (1.5 GB max), provide a link for downloading (DropBox, YouSendIt, FTP, etc.), mail/drop-off DVD, USB or hard drive.

### TURNAROUND POLICIES

- Turnarounds are based on receipt of all deliverables (including the time to finish downloading the digital file) by our 2 PM deadline Mon-Fri, excluding weekends and holidays
- All orders received after 2 PM are processed the next business day and your turnaround will be adjusted accordingly.

### GENERAL TERMS OF SERVICE

- **All orders must be pre-scheduled and are subject to our availability.**
- There is a 15-minute minimum per file.
- We transcribe all material present on each file delivered.
- 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 including any rush fees.

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

