

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 (audio only -- no time reference) <i>*Single person interviews only; interviewer's questions summarized</i> <i>**Add .40c for 2 person (3 or more is a group - see "Nat" below)</i>	\$1.83	\$2.00	\$2.16
Basic one-on-one interview (with time codes / time stamps) <i>*Single person interviews only; interviewer's questions summarized; time codes/stamps approx. every 30 seconds; light B-roll, if requested</i> <i>**Add .40c for 2 person (3 or more is a group - see "Nat" below)</i>	\$2.00	\$2.16	\$2.33
Group interviews or Conversational files "NAT" <i>*Conversational material: OTF, SOT, walk & talks, field tapes, group interviews, reality footage, etc.</i> <i>**All people transcribed verbatim; at least 3 time code/stamps per page</i>	\$3.13	\$3.33	\$3.60

ADDITIONAL SERVICES	
Interviewer's questions verbatim	+ \$.50/min.
Detailed B-roll logging	+ \$.50/min.
Special formatting of transcripts	+ \$.50/min.
Combine multiple files into one transcript	\$5 per file
Split longer file into individual transcripts	\$15 per split
Transcode & add window burn-in	\$65 per hour
Hard copies of transcripts	\$.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 may 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)	
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 2 PM</i>	+ 75%
Same Day <i>*Orders must be delivered by 10 AM</i>	+ 125%
Weekend / Holiday	+ 50%

