

Submission Form

Please email to jackie@transcriptamerica.com

Company Name: _____

Phone Number: _____

Contact Name: _____

E-mail Address: _____

Billing Address: _____

Transcription Services of America

PO Box 204

Willoughby, OH 44096

440.942.4776

www.transcriptamerica.com

Project Name: _____

Purchase Order Number (if needed): _____

Signature: _____

Date of Submission: _____

The signature above indicates your agreement to pay for transcription services performed by Transcription Services of America.

Project Information

File Name(s): _____

Number of speakers?
One Two More than two

Foreign accents?
Yes No

Professionally recorded?
Yes No

Length?
_____ minutes

Style?
True Clean Other (note below)

Timecodes? ___ None ___ BITC or ___ beginning of file as 00:00

Notes: _____



Please note:

- 1) Our preferred formats are mp3 (audio) and mp4 (video). We reserve the right to charge a conversion fee if other file formats are received. If the conversion fee is charged, then you would get a copy of converted file.
- 2) If you do not specify in and out points for transcription, we will assume that you want us to start at the beginning of all digital files.
- 3) We recommend as complete a list as possible of proper spellings for any technical terms, proper names, or other words that are not found in a dictionary. This will make it easier for us to provide you an accurate document.
- 4) Our standard transcription is Clean Verbatim unless True Verbatim is specified (no extra charge). For video producers, we can also note background noises for no extra charge (please mention in the "Note" section).
- 5) Rush services are available however turnaround time can only be guaranteed with confirmation over the phone or by email.

Thank you for choosing **Transcription Services of America.**
440-942-4776