

WORD OF MOUTH

TRANSCRIPTION SERVICES

6710 Calhoun Avenue Van Nuys, CA 91405 (818-904-9044)

www.wordofmouthtranscripts.com

TRANSCRIPTION ORDER FORM

Please complete this form and fax it to (818) 904-9044 or attach it to your tapes.

Company/Client: _____	Production/Show: _____
Number of Tapes: VHS _____ Audio _____	Total Hours of Tape: _____
Interviewer: _____	Producer: _____
Interviewee Name: _____	
Segment/Slug: _____	
Arrival Date: _____	Arrival Time: _____
P.O.: _____	Due Date: _____

PLEASE CHECK ALL THAT APPLY

Time Code _____	Identify Speakers _____	Initials _____	Full Name _____	B-Roll Logging _____	(Same page rate applies)
Answers Verbatim _____	Answers Cleaned Up _____	(no ums, you know, stammers)	Answers Only _____		
	Questions Gist (paraphrased) _____		Questions Verbatim: _____		
Q&A (one-on-one interview) _____	Multiple Speakers _____		Panel or Focus Meeting _____	(surcharge may apply)	
Header on each page: Interviewee, Tape Number. _____ (If different, please supply sample)					
Disk _____	IBM _____	MAC _____	Printed Hard Copy _____	Extra Hard Copies _____	(\$.08 per page)
Rush Turnaround _____	Less than 24 Hours: (\$25 Flat Fee per 30 min. of tape)				
Rush Turnaround _____	Less than 12 Hours: (\$50 Flat Fee per 30 min. of tape)				
Special Instructions: _____					

Job Contact Name: _____	Job Contact Phone: _____
Main Fax: _____	E-MAIL Address(es) _____
Street Address: _____	
City, State & Zip: _____	

(If Different From Above)

Billing Contact Name: _____	Billing Contact Phone: _____
Billing Address: _____	City, State & Zip: _____

(Please click here for Transcription Standards and Word of Mouth Agreement)

BASIC STANDARDS FOR ALL TAPE TRANSCRIPTION (AUDIO & VIDEO)

Transcription Rates Are Based on the Following:

- Tapes must contain clearly recorded audio
- Interviewees must not have heavy foreign accents
- Interviewer's questions will be paraphrased
- All tapes must be properly labeled and numbered
- Audio tapes recorded on two sides must be marked and noted as such
- If only certain portions of tapes are to be transcribed, specific timecode ranges must be listed

Extra Fees May Be Charged if Any of the Following Circumstances Occur on Your Tapes:

- Poor audio quality
- Multiple interviewees
- Thick accents
- Poorly recorded interviews
- Focus groups, panel discussions, lectures
- Mini- & micro-cassettes and telephone interviews
- Scanning tapes to find interviews that are mixed in with B-ROLL or blank portions of tape

By Using Word of Mouth Transcription Services, you are agreeing to the following:

- **The person placing the order** is ultimately responsible for non-payment and collection fees -- **no exceptions**
- **A 2% monthly late fee** will be assessed to any overdue invoices -- **no exceptions**
- A \$25.00 dollar fee will be charged for bounced checks (after which cash or a money order will be required.)

I have read Word of Mouth Transcription Services' "Guidelines for Our Clients" and I agree with the contents of that document.

SIGNATURE: _____

PRINT NAME: _____

COMPANY: _____

DATE: _____