



**CONTACT INFORMATION**

Name of requesting company for this project: \_\_\_\_\_

Name of primary contact for this project: \_\_\_\_\_

Primary contact phone number: \_\_\_\_\_

Names and email addresses of all who should receive/be notified of transcripts: \_\_\_\_\_

Name and email address of person to receive invoice: \_\_\_\_\_

Physical address for billing purposes: \_\_\_\_\_

**DELIVERY**

How would you like to send us your recordings for transcription?

(Choose one):

Dropbox: \_\_\_\_\_ Google Drive: \_\_\_\_\_ WeTransfer: \_\_\_\_\_

Box.com: \_\_\_\_\_ USPS: \_\_\_\_\_ FedEx: \_\_\_\_\_

Other: \_\_\_\_\_

What is your requested turnaround time for your project from receipt of files? \_\_\_\_\_

Is there a drop dead date? \_\_\_\_\_

Would you like to receive your transcripts back on a rolling basis as they're completed? **Yes** **No**

How would you like for us to send your transcripts?

(Choose one):

Email: \_\_\_\_\_

Other File Transfer Service: \_\_\_\_\_

**ACCOUNTING**

To which email should we send your invoice? \_\_\_\_\_

Are you planning on using a purchase order? If so, please attach and include the PO number here in advance of sending your recordings: \_\_\_\_\_

Do you have a not to exceed amount? \_\_\_\_\_



**SERVICES DESIRED** (*Choose all that apply*):

Transcription:      Authentication:      Media Insertion:      Copy Editing:      Proofreading:  
Subtitling:      Captioning:      Project Mngmt.:      Non-English Content:

\*Do you need any of the above services included in your estimate?    **Yes**                      **No**

NO. OF AUDIO HOURS: \_\_\_\_\_

**TRANSCRIPT GUIDELINES**

**Verbatim Level** (*Choose one*):

**1. Completely verbatim**

(Including all stutters, prompts, ums, uhs, filler words, and nonverbal utterances)

Example: "Uh, you know, I'm -- I'm, um, kinda unsure about 'em, you know what I'm sayin'?"

**2. Modified verbatim prioritizing style and grammar**

(Omitting all stutters, prompts, ums, uhs, filler words, nonverbal utterances)

Example: "I'm kind of unsure about them, you know what I'm saying?"

**3. Modified verbatim prioritizing fidelity to the spoken word**

(Including some phonetic spellings of truncated words, some filler words for flavor of speech, and some phonetic capture of accented speech)

Example: "You know, I'm kinda unsure about 'em, you know what I'm saying?"

**False Starts** (*Choose one*):

We define false starts as instances where a speaker begins a thought, then changes tack without completing the initial thought. How would you like for us to handle these instances in your project?

Retain all false starts:

Omit all false starts:

Retain only when containing new information:

**Speaker Identification** (*Choose one*):

How would you like us to identify speakers?

By full name:

By full name on first instance and initials thereafter:

As Question and Answer:

As M1/M2/F1/F2:

As P1/P2/P3/P4:

Other? \_\_\_\_\_



How often would you like timecodes in your transcript? \_\_\_\_\_

*\*Most clients choose 1-minute timecodes styled as [HH:MM:SS].*

Do you need redactions in your transcript?    **Yes**       **No**

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**Style Guides:** Do you have any style guides, word lists, links, glossaries, or any other supplementary materials to include?\*       **Yes**       **No**

*\*Please note that if no style guide is provided, ATC transcripts will use a house style modeled after the Chicago Manual of Style, in Word documents, in Courier New 12-point font.*

**HOW DID YOU HEAR ABOUT US?**

Cold Call:	Returning Client:	Referred:
Email Campaign:	Search Engine:	Social Media:

Who helped you with getting the transcription process started?

Michael Sesling:	Kristofer Jenson:	Kristof Nelson:
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