

## **AVIRTUALASSISTANT.NET TRANSCRIBING SERVICES**

### **2 Levels of Service Your choice: Rough Draft & Standard**

**Rough-Draft Service** For clients who need their transcripts quickly and do not need a high level of accuracy, we offer a one-pass, un-proofread [rough-draft service](#) comparable to the quality that other companies offer. This kind of transcription works best with broadcast-quality audio where the transcript will be used for editing, for journalists looking for specific quotes in a transcript, or where the clients are going to proofread the material themselves.

**Standard Service** With our [standard service](#): Our standard service includes our two-pass quality system where once a transcriptionist has transcribed the material, a proofreader will listen to the audio again and correct any inaccuracies and fill in as many inaudibles the first transcriptionist missed.

### **TRANSCRIBING RATES We offer 2 different types of rates**

#### **✓ PRICE PER LINE**

You get the best price, the price by line. We count each character we type and every 65 characters we count one line. That's a true line count, not a line containing just a word or being empty. Most transcriptions are priced at 15-25 cents per line, so you pay a speck of a cent per character. It's that simple. You only pay for the information yielded from your tape, regardless how long it takes us to transcribe. It's a very fair way to price transcription.

#### **One-on-one interviews and dictations**

Rough Draft Service - 15 cents per line

Standard Service – 20 cents per line

#### **Focus groups, meetings, multi-person interviews and similar recordings**

Rough Draft Service - 20 cents per line

Standard Service - 35 cents a line.

✓ **PRICE PER HOUR**

**\$25 per hour** for Rough Draft service

**\$35 per hour** for Standard Service

Price is based literally on the amount of time it takes to transcribe your recording. Generally, one hour of recording takes 3 to 8 hours to transcribe but this will vary depending on the recording quality, transcript format, number of participants, and other factors.

While we do not expect a perfect studio recording and will generally accept minor flaws and problems, the length of transcribing time will be considerably different with the following conditions:

- Audio quality
- Recording noise and flaws (tape hiss, bad mike, person too far away from mike, old tape etc).
- Exterior noise (trucks, restaurant/bar, music, airplane, background conversations etc.)
- Number of people
- People consistently talking on top of each other in an unstructured meeting.
- Heavy accents (foreign or English)
- Existence of audio that is not to be transcribed (such as lunch breaks during meetings) in analog recordings (tapes, cassettes) which we must spend time to sit through.

As a Standard Overview: 1 hour of recorded/dictated voice time (VT) = 3 to 8 hours of transcription time (TT)

- Straightforward: 1 minute VT = 3 to 5 minutes TT
- Moderately Straightforward: 1 minute VT = 3.5 to 5.8 minutes TT
- Average: 1 minute VT = 3.9 to 6.5 minutes TT
- Moderately Complex: 1 minute VT = 4.4 to 7.3 minutes TT
- Complex: 1 minute VT = 4.8 to 8.0 minutes TT

**Our turnaround time for all transcribing is approx 1-3 business days.**

**Priority Fees:** Same day service/less than 24 hours turnaround: **50% additional**

