transcriptions

@franklin-square.com

Fill in Form- Print -Sign

ORDER _____

COD: ✔

Name	Date Delivery requested by:
Contact	If you request billing to university account please attach grant or P/O information
Tel Tel	# #
Email	Delivery by: pickup mail email

#of tapes regular size	strict verbatim	Speaker Identification ✔
#of tapes micro-size	verbatim, no uhms, tics	Identification included in 1on1 interviews additional fees apply for 3plus people
#of Video-tapes	content	
#of digital files	specific protocol (attach)	disk $3 hardcopy 25cts/page

INSTRUCTIONS:

	For your records: Please list names	type	lines/hr	rate	total	transcr	delivery
1							
2							
3							
4							
5							
6							
7							
8							

COD Orders: include deposit (check only): $

Client signature required to place order X:

Rates

Interview (2 persons), dictations, lectures: from 17cts /line
Groups: from 21 cents/line,
Roundtable discussions, Q/A sessions, poor audio, heavy accents, video-tapes $33/hr

MINIMUM Order: **$45.00/tape or setup**
RUSH Service: 50-80% of total
DEPOSIT for COD: $2.00/ minute of audio
Discount available for large quantities

Additional Fees

Additional fees will be assessed in most of the following cases: Heavy accents, tapes with long gaps or recording flaws, poorly miked interviews, focus groups or telephone interviews. We will contact you to obtain approval for additional fees and discuss transcription quality and accuracy.

Terms: One line equals 65 keystrokes. (characters with spaces). FSSI strives to deliver complete and accurate transcription. Poor recording quality, dialects or simultaneous talking effects audio and may result in higher fees, gaps and limited accuracy. Interviews on micro-cassettes or recordings in public places almost always compromise quality. Rush-service not always available.
Guarantee: Should there be any dissatisfaction, we correct transcription within 1 week after delivery. Refunds cannot be granted. All work is confidential. **FSSI does not accept liability for tapes damaged or lost. Please make a copy**! Tapes not picked up after 30 days will be discarded.

COD Pickup

Total Transcription Fee: $

Balance Due: $

Thank You!

Franklin Square Services, 1829 East Franklin Street, Bldg.600, Chapel Hill, NC 27515 ,TEL 919-942-0030