



**TRANSCRIPTION CITY TYPING SERVICES**

**<http://www.transcriptioncity.co.uk>**

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**0208 816 8584**

**TITLE:** Standard Time-Coded Transcript Layout With Descriptions

**DATE:** 19th June 2012

**NUMBER OF SPEAKERS:** 2 Speakers

**TRANSCRIPT STYLE:** Intelligent Verbatim

**FILE DURATION:** 2 Minutes 10 Seconds

**TRANSCRIPTIONIST:** James Kirk

<b>TIME</b>	<b>SPEAKER</b>	<b>AUDIO</b>	<b>VISUAL</b>
00.00.10	Walter Bishop	<b>I have a number of videos that need to be transcribed. I want to have time codes included, as well as visual descriptions of what is going on in the video. Is this something that you could help me with?</b>	<b>Walter walks across the room.</b>
00.00.20	Olivia Dunham	Transcription City provides a range of transcription services, including time coded transcription with visual descriptions. This kind of transcription service is great for videos.	Olivia sits at the table and passes Walter a piece of paper.
00.00.30	Walter Bishop	<b>My videos include some scientific terms, are you able to provide me with a secretary who is familiar with my industry?</b>	<b>Walter sits down and looks at a sample copy of a transcript.</b>
00.00.40	Olivia Dunham	Yes, we offer secretaries with experience in a range of different industries, sectors and fields of research.	Olivia hands Walter a copy of a typist CV.
00.00.50	Walter Bishop	<b>Great. Are you able to offer me my own secretary for all of my work?</b>	
00.01.00	Olivia Dunham	Yes, of course. We can also provide you with your own login and password so that you can send, collect and share your work with us and your colleagues.	Olivia walks around the table and takes her laptop over to show Walter. She then goes to the water cooler.
00.01.10	Walter Bishop	<b>Do you offer any other services?</b>	
00.01.20	Olivia Dunham	Yes, we do. We provide proofreading services, document formatting, data entry, copy typing, PowerPoint presentations, Excel spreadsheets and much, much more.	Olivia pours herself a cup of water and walks back to her chair to sit down.
00.01.30	Walter Bishop	<b>Oh good. I tend to have a lot of data that needs correlating and organising, so that would be ideal for me. What is your website again, so that I can let my</b>	<b>Walter goes to the water cooler and gets a drink, then sits back down.</b>

		<b>colleagues know about your services?</b>	
00.01.40	Olivia Dunham	You can visit our website at <a href="http://www.transcriptioncity.co.uk">http://www.transcriptioncity.co.uk</a> for more information. You can also contact us by sending an email to info@transcriptioncity.co.uk or call as on 0208 816 8584. We are happy to help at any time.	Olivia, turns her laptop so that Walter can see the screen
<b>00.01.50</b>	<b>Walter Bishop</b>	<b>Thank you Olivia. You will be hearing from me very soon.</b>	<b>Olivia and Walter stand up and shake hands.</b>
00.02.00	Olivia Dunham	Glad to hear it. Bye Walter.	
<b>00.02.10</b>	<b>Walter Bishop</b>	<b>Bye Olivia.</b>	<b>Walter exits the room.</b>

**END OF TRANSCRIPT**

