



TRANSCRIPTION CITY TYPING SERVICES

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

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TITLE: Standard Time-Coded Transcript Layout

DATE: 19th June 2012

NUMBER OF SPEAKERS: 2 Speakers

TRANSCRIPT STYLE: Intelligent Verbatim

FILE DURATION: 2 Minutes 40 Seconds

TRANSCRIPTIONIST: Jenny Edwards

TIME	SPEAKER	AUDIO
00.00.10	John	I'm looking for a time coded transcription service for my online videos. Do you think you could help me?
00.00.20	Sam	Yes, certainly. Transcription City provides a wide range of transcript layouts and designs depending on clients' needs. We can provide you with an accurately time coded transcript, using our specialist transcription software.
00.00.30	John	I need the time codes to be included every 10 seconds, is this something that you can do?
00.00.40	Sam	Yes, we can include whatever time codes you require, at whatever frequency works for you.
00.00.50	John	My transcript needs to be strictly verbatim. Can this service be added to my transcript?
00.01.00	Sam	Yes, we can transcribe your work as verbatim, intelligent verbatim, edited transcription or discourse analysis.
00.01.10	John	That is good news. Do you also provide a transcription service that includes visual descriptions as they happen?
00.01.20	Sam	Yes. Transcription City can provide a two, three or four column transcript for clients who wish to include visual aspects of their videos to accompany the dialogue and time codes.
00.01.30	John	I want to publish my transcripts on my website. Do you offer custom templates with company branding?
00.01.40	Sam	Of course. We understand that many businesses are short on time and so we can include your company branding into our templates so that you can publish your transcripts directly to your website, without the need to edit them.
00.01.50	John	That's great. What are your turnaround times?
00.02.00	Sam	Our turnaround times start from just four hours and we pride ourselves on the quality

		and accuracy of our transcripts.
00.02.10	John	Well, that's a deal breaker! How do I upload my files?
00.02.20	Sam	You can upload your audio and video files to us via our website. Simply click on the Upload tab on the menu bar and follow the instructions. All uploads and downloads are encrypted and secure. We are registered with the Data Protection Act and are HIPAA compliant.
00.02.30	John	Okay, I'll send my files over now. Thanks for all of your help.
00.02.40	Sam	You're welcome. We are available around the clock, so if you need any further assistance don't hesitate to contact us. You will also find a lot of helpful information on our website. http://www.transcriptioncity.co.uk

END OF TRANSCRIPT