

Here's how it works:

Conference call – in conjunction with our business partner, we deliver high quality, low cost transcription services.

- It all starts with a conference call which must be recorded (there is no additional charge for recording your conference call)
- A transcription can be requested either at the time of booking the conference call or later (so long as the call has been recorded)
- You choose between 24 hour, 48 hour or a 72 hour turnaround time
- We make two recordings of your conference call
- We upload the recording through secure portals to one of our partners
- We download the typed transcript when ready
- We quality check the transcript
- And then we forward it to you by e-mail

Charges are based on the number of recorded minutes to be transcribed:

24 hour turnaround	48 hour turnaround	72 hour turnaround
£2.50 per audio minute	£2.20 per audio minute	£2.00 per audio minute

All prices are listed exclusive of VAT.