

RNK Productions Transcription Order Form

Standard turnaround time for transcription delivery is typically 48 hours. Deadlines can only be guaranteed with a prior arrangement made over the phone or by email. Please review our Transcription Information packet thoroughly before submitting order. Additional charges may apply for "Non-Standard Transcriptions." Refer to our Rate Sheet for complete details.

General Information

Show Title: _____ Purchase Order # (if any): _____
Segment Title (if any): _____ Contact: _____
Production Company: _____ Phone Number: _____

Tape Drop-off Date and Time: _____

Transcription Due Date and Time: _____

Standard 48-hour turnaround (please call for availability)

Expedited Rates

I needed it yesterday! (within 6 hours) +200%
I need it now! (under 12 hours) +100%
I need it tomorrow. (13 – 24 hours) +50%
I need it tomorrow afternoon. (25 – 36 hours) +25%
I need it very soon. (overnight, next morning) +75%
I need it on the weekend or a holiday. + 50%

The Specifics

Number of Tapes: _____
Format: VHS Audio
 Other _____
Timecoding: Yes No
B-Roll: Yes No
If Yes: General or Thorough*
Interviewer questions: No Paraphrased Verbatim

Instructions (if any): _____

Transcript Delivery Methods: (File type: PC Mac)

- E-mail (Address: _____)
 Hard Copy
 3.5 Floppy Disk
 CD-ROM*
 Fax* (Number: _____)

*Additional fees may apply. One set of hard copies OR 1 floppy disk is complimentary upon request only.

Please completely review our Transcription Information Packet before submitting order. Should you have any questions or would like more clarification regarding rates, fees or services, don't hesitate to call!

Signature

Date