

Dear Fellow Transcriber,

We're excited you're interested in freelance work with "Transcriptions Overnight!"

We're sure you're talented enough to do the work... the question is:

"Is this work RIGHT for you?"

We are a small company specializing in TRANSCRIPTIONS OVERNIGHT for entertainment companies.

We are looking for professional transcribers we can call on an as-needed basis to work OVERNIGHT from their homes.

We may keep you really busy and then you might not hear from us for months, depending upon our clients, available transcribers, etc.

I emphasize OVERNIGHT because this is graveyard shift work! It's not exactly fun, it's certainly not easy, but it pays well!

We have THREE REQUIREMENTS:

1. You're already working at night M – F as a transcriptionist.

So when we call you as late as 9pm PT, you're willing to take at least 15 minutes of our "QUICKEST" turnaround which pays \$ 80 / 15 minutes and is due that night OR 30 minutes of our QUICKER turnaround, which pays you \$ 60 / 15 minutes and is due the next morning.

2. You can follow a simple 15 point checklist.

3. Your word is your bond.

We give priority to:

\$\$\$ Transcribers who live in Los Angeles and can download digital files AS WELL AS digitize files from regular cassettes, micro-cassettes, videos, DVDS **\$\$\$**

We do hire transcribers who live out-of-state for digital files only.

What do we consider "professional transcriber"... "entertainment background"?

You are a professional transcriber if you own transcription equipment and have worked at some point in your life for a transcription company or transcribing for an individual.

You have entertainment background if you've worked in TV, Film or a Commercial House in almost *any* capacity. For example, when I ask you what an "A.D." is, you know it's an Assistant Director. You need to understand the basic terminology of our participants.

It's not brain surgery, but it requires reliable individuals committed to perfection! **Often the sound quality is horrible and you have to listen late at night over and over again to the same sentence.**

If interested, email me the following information (no attached files).

DOING THIS CORRECTLY IS THE FIRST WEED-OUT PROCESS!

1. Brief description of your transcription experience and references (name/phone/email).
2. Brief description of your entertainment experience and references (name/phone/email).
3. List all the HARDWARE and SOFTWARE you own for transcribing.
4. What THREE qualities make you perfect for this job?

Our email address: TransOvernight@aol.com.

We'll contact you based upon our needs, your experience, your reply, referrals, etc.

***IS THIS FOR YOU?**

If you answer “yes” to the following questions, this work is for you!

- \$ Are you able to answer a phone call or respond to a message within 2 hours no matter how late we call?**
- \$ Is your computer equipment up-to-date with hi-speed internet access?**
- \$ Are you financially motivated to drop everything to transcribe for us, especially when we pay \$60 and \$80 every 15 minutes of audiotape!**
- \$ Are you willing to give us at least two hours of your evening by transcribing a 15 minute file when we’re in an “emergency” situation?**
- \$ Are you a night owl? When we call you at 8 or 9pm, are you awake and alert enough to transcribe?**
- \$ Is your word your bond?**
- \$ Do you have another source of income so that this would be considered “supplemental income?”**

If your answers are similar to the following, this is NOT the work for you!

- I’m willing to learn.
- I’m willing to purchase that equipment.
- I can’t do quick turnarounds.
- I need more notice.
- I have to get up early for my regular job.