



## **FAST QUALITY**

**WE TRANSCRIBE BOTH AUDIO & VIDEO!**

**AUDIO DIGITAL FILES, CASSETTES, CDs (*Audio*)**

**VIDEO DIGITAL FILES & DVDs (*Video*)**

### **OUR BEST DEAL!**

*We charge per 15 minutes with a 1 hour minimum.*

<b>AUDIO</b>	<b>72 hour turnaround</b>	<b>\$ 65</b>
<b>VIDEO</b>	<b>96 hour turnaround</b>	<b>\$ 85</b>

These prices are for clearly recorded Notes (1 voice) or Interviews (2 voices) only.  
Multiple voices, accents, poor recordings, etc.  
may incur 50% surcharge each due to the extra time it takes!

***NEED A QUICKER TURNAROUND?***

***NEED A DISCOUNT TO TRY OUR SERVICE THE FIRST TIME?***

**SEE PAGE 2!**

### **WHO USES OUR SERVICES YEAR AFTER YEAR?**

<b>STUDIOS (DreamWorks)</b>
<b>PRODUCTION COMPANIES (Nickelodeon)</b>
<b>PRODUCERS (Jerry Bruckheimer)</b>
<b>DIRECTORS (Tony Scott)</b>
<b>AD AGENCIES (Chiat Day)</b>

Transcriptions \* Story Meeting Notes \* Script Formatting  
[www.TranscriptionsOvernight.com](http://www.TranscriptionsOvernight.com)  
*We are available 24 hours / 7 days!*



## QUICK TURNS AROUND

*Prices listed below are per 15 minutes with a 1 hour minimum.*

### AUDIO

#### STANDARD CASSETTES, CDs & DIGITAL FILES

**QUICK:** Under 24 hours! \$ 90  
**QUICKER:** Overnight! \$135  
**QUICKEST:** Same day! \$180

#### MICRO CASSETTE

**QUICK:** 72 hours \$ 75  
**QUICKEST:** 24 hours \$145

*Need time codes? No problem! Add 50% for 2 time codes per page.*

### VIDEO

#### DVDs & VIDEO DIGITAL FILES

**QUICK:** 48+ hours \$135  
**QUICKER:** Under 48 hours \$200  
**QUICKEST:** Under 24 hours \$305

*We include two time codes per page from your burned-in time codes.*

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**NOTE: May incur + 50% for multiple and overlapping voices,  
+ 50% for accents, + 50% for poor recordings. We will let you know before we start!**

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### !!! DISCOUNTS !!!

**10% for New Clients & Volume Discounts!**

**\$\$\$ EASY PAYMENT \$\$\$**

**We accept P.O. deposits of 50%  
(non-refundable in event of cancellation).**

**We will bill for full amount for payment within 30 days!**

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## TRANSCRIPTION FAQs

**Q: Why “Transcriptions Overnight”?**

**A: Think of us as the “Nordstrom” of transcription companies. We specialize in superior service such as:**

- 1. You can reach us ASAP on our cell phones 24 hours, 7 days a week!**
- 2. We’re used to the “unexpected,” “difficult tapes,” and “last-minute emergencies.”**
- 3. OUR WORD IS OUR BOND!**

**Q: What if I don’t need superior service, just the cheapest price around?**

**A: If all you need is “Kmart” instead of “Nordstrom,” call other companies. A great source is [www.la411.com](http://www.la411.com). Just type in the word “transcriptions.”**

**Q: Does “Transcriptions Overnight” match other company’s prices?**

**A: No. We charge more to attract the best transcribers and offer 24/7 availability. We’ve “rescued” many a project when the client went with the cheapest bid first.**

**Q: When do you charge more for “multiple and overlapping voices, accents, poor recordings?”**

**A: We’ll always let you know before we start a project when it will incur extra charges. Very simply, we charge more when it will take the transcriber longer! Some prior instances included meetings taking place with 10+ participants all talking over each other, heavily accented participants and meetings taking place in a loud restaurant!**



## **TRANSCRIPTION FAQs (cont'd)**

**Q: Do you offer any discounts?**

**A: Yes. We offer a 10% discount for NEW CLIENTS to try our service and also for VOLUME ORDERS. All we ask is that you give us a 50% deposit and pay in full upon completion.**

**Q: Why does it cost more for micro cassettes and take longer?**

**A: Micro cassettes are designed for note taking, not meetings. When used in any other format, they produce horrible sound quality!**

**In addition, we can't divide them up among multiple transcribers for a quick turnaround, as we can with standard cassettes and digital files.**

**Since it takes our transcribers longer to work with micro cassettes, we charge more.**

**Q: What digital files do you support and suggest?**

**AUDIO FILES (50 mb max each file): .mp3, .wav, .wma**

**VIDEO FILES (50 mb max each file): .wmv, .mov**

**Q: What format do you use?**

**A: We use whatever format the client prefers. Some of the most popular formats are listed below.**



## FORMATS - AUDIO

### Date "PROJECT NAME" Tape X

#### Name of Participants

- Man: This is our standard AUDIOTAPE/CD/DIGITAL format. We will identify by either MAN or WOMAN unless the participants identify themselves.
- Woman: We're here to make your life easier, so we'll use whatever format you wish!
- Man: If you want the participants listed by name but they don't identify themselves, we'll do our best at no extra charge.
- Woman: Just tell us, for example, that Martin is the director and he has a British accent, Mary is the Studio Production Executive and Phil is the Producer with the New York accent.
- Man: All our transcribers have experience in the entertainment industry. We can figure out who's who often just by what they're talking about – the Director wants more time, the Producer wants to spend less money, etc.
- Q: Or we can do "Interview Style."
- A: With a simple Q and A.
- Q: We know what it means to be in the SERVICE business.
- A: We're here to serve YOUR needs, not to make you conform to our system!



## FORMATS - VIDEO

**Date "PROJECT NAME" DVD #1 (00:00:00 – 00:01:33)**

### **Name of Participants**

Q: This is the standard format with time code.

(00:00:10)

A: We put in two time codes per page.

Q: We put in time code at the start and middle of every page, usually before the interviewee starts to speak because that's the easiest for the editors.

(00:00:50)

A: We also double-space so the editors can make notes.

Q: We're here to please, so we'll use whatever format you wish!

A: Double-check and make sure the burned in time codes are legible.

Q: You'd be surprised how many times they're cut off at the top or at the bottom!

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## FORMATS - "ON SCREEN SCRIPT"

FADE IN:

EXT. PARKING LOT – DAY

A man steps out of his car.

MAN

Want a script to reflect what's on the screen  
instead of the mishmash during filming?

(beat)

No distracting OMITTS or A & B pages –  
just a damn good read!

A woman walks up to the man and kisses him.

WOMAN

Use it for submitting your script for a  
Golden Globe® and Oscar®!

She pulls out a gun and forces the man into her car.

MAN

If you're in a hurry, we offer quicker  
turnarounds than our standard seven days...

CUT TO:

Prices start at \$20 per minute of film.

Email [Karin@TranscriptionsOvernight.com](mailto:Karin@TranscriptionsOvernight.com) for a price quote!

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## **HELPFUL ADVICE**

### ***SAVE TIME AND \$ BY GOING DIGITAL!***

Want to learn how to EASILY go DIGITAL instead of sending out CDs or DVDs, etc?

We've created an easy and simple manual calls:

#### **“GO DIGITAL WITH TRANSCRIPTIONS OVERNIGHT”**

It's FREE. Email us at [Karin@TranscriptionsOvernight.com](mailto:Karin@TranscriptionsOvernight.com) for your copy.

Now that your sound person has created audio or video files for you, how do you get them to us? You can either upload on your company's FTP site OR...

If you don't have an FTP site, no problem! There are many services to help you email large files, many of them FREE or at a nominal cost.

We have the information gathered in a handy 3 STEP MANUAL called:

#### **HOW TO EMAIL DIGITAL FILES!**

It's FREE. Email us at [Karin@TranscriptionsOvernight.com](mailto:Karin@TranscriptionsOvernight.com) for your copy.





310.285.3075

[WANT QUICK AND COST EFFECTIVE TRANSCRIPTIONS?](#)

[HERE'S HOW!](#)

- Record audio as an .mp3s and video as .wmv or .mov.
- Keep your files between 15 - 30 minutes and no larger than 50 mb.

Why? Lots of small files take extra time\* -- one 30 minute file is easier and quicker to transcribe than thirty 1 minute files – and large files require extra time because of the difficulty in downloading.



**HELPFUL HINT:** Give these specs to your Sound Engineer in **ADVANCE!** They can call us if they have any questions **BEFORE** the shoot.

- If you send us the product to transcribe -- as CD or DVD – please make sure it's a copy we can destroy.

If you do want the product returned, include a SASE or a prepaid FedEx envelope, etc.

- Special instructions which require the transcriber to follow notes -- such as “*Skip the parts where the woman speaks about traveling in Europe*” – takes extra time\*.

*We're at your service to do whatever you need,  
but extra work costs more!*

I have read the above and agree:

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Client signature

\*Extra time billed at 50%.

*\*This is an internet fax #. We are located in Los Angeles*

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