

# Submission Form



## PERSONAL INFORMATION

Contact Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

## PAYMENT INFORMATION

Please contact your Account Executive with credit card information if we do not already have this on file. Accurate payment information will ensure a timely delivery of your transcripts.

## RETURN AUDIO TO:

- Return Mailer Enclosed     
  Fed Ex (Standard Overnight) Billed to Client     
 Fed Ex Number: \_\_\_\_\_  
 Priority Mail (\$5.00)     
  Fed Ex (2 Day) Billed to Client

TAPE NO.	NUMBER OF SPEAKERS	AUDIO VARIABLES	TURNAROUND TIME	FORMAT
	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 TRACKED* <input type="radio"/> 3 NOT TRACKED** <input type="radio"/> 4 TRACKED* <input type="radio"/> 4 NOT TRACKED** <input type="radio"/> 5 TRACKED* <input type="radio"/> 5 NOT TRACKED**	<input type="radio"/> Moderate background noise; soft or muffled voices <input type="radio"/> Significant background noise; voices are very difficult to hear <input type="radio"/> Light to moderate accents*** <input type="radio"/> Very pronounced accents*** <input type="radio"/> Verbatim transcription† <input type="radio"/> Technical, scientific or medical terminology <input type="radio"/> Time stamps & time codes every 1-5 minutes	<input type="radio"/> STANDARD (3-5 BUSINESS DAYS) <input type="radio"/> RUSH (1-2 BUSINESS DAYS) <input type="radio"/> 24-HOUR SERVICE <input type="radio"/> SAME DAY SERVICE	<input type="radio"/> AUDIO CASSETTE <input type="radio"/> MICROCASSETTE <input type="radio"/> VHS <input type="radio"/> CD <input type="radio"/> DVD <input type="radio"/> MINI-DV

## SPECIAL INSTRUCTIONS

\* If you do not want individual speakers tracked, we will identify them generically (Male/Female, Moderator/Respondent, Interviewer/Interviewee, etc.)  
 \*\* We will track individual speakers as Male 1, Male 2, Female 1, Female 2, etc. We can also identify by name or some other term (Interviewer, Interviewee 1, Interviewee 2, etc.).  
 \*\*\* Accents can include U.S. regional dialects as well as foreign and non-American accents  
 † Verbatim includes all ums, ahs and stutters.

# Additional Submissions Form



TAPE NO.	NUMBER OF SPEAKERS	AUDIO VARIABLES	TURNAROUND TIME	FORMAT
	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 TRACKED* <input type="radio"/> 3 NOT TRACKED** <input type="radio"/> 4 TRACKED* <input type="radio"/> 4 NOT TRACKED** <input type="radio"/> 5 TRACKED* <input type="radio"/> 5 NOT TRACKED**	<input type="radio"/> Moderate background noise; soft or muffled voices <input type="radio"/> Significant background noise; voices are very difficult to hear <input type="radio"/> Light to moderate accents*** <input type="radio"/> Very pronounced accents*** <input type="radio"/> Verbatim transcription† <input type="radio"/> Technical, scientific or medical terminology <input type="radio"/> Time stamps & time codes every 1-5 minutes	<input type="radio"/> STANDARD (3-5 BUSINESS DAYS) <input type="radio"/> RUSH (1-2 BUSINESS DAYS) <input type="radio"/> 24-HOUR SERVICE <input type="radio"/> SAME DAY SERVICE	<input type="radio"/> AUDIO CASSETTE <input type="radio"/> MICROCASSETTE <input type="radio"/> VHS <input type="radio"/> CD <input type="radio"/> DVD <input type="radio"/> MINI-DV
<b>SPECIAL INSTRUCTIONS</b>				
	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 TRACKED* <input type="radio"/> 3 NOT TRACKED** <input type="radio"/> 4 TRACKED* <input type="radio"/> 4 NOT TRACKED** <input type="radio"/> 5 TRACKED* <input type="radio"/> 5 NOT TRACKED**	<input type="radio"/> Moderate background noise; soft or muffled voices <input type="radio"/> Significant background noise; voices are very difficult to hear <input type="radio"/> Light to moderate accents*** <input type="radio"/> Very pronounced accents*** <input type="radio"/> Verbatim transcription† <input type="radio"/> Technical, scientific or medical terminology <input type="radio"/> Time stamps & time codes every 1-5 minutes	<input type="radio"/> STANDARD (3-5 BUSINESS DAYS) <input type="radio"/> RUSH (1-2 BUSINESS DAYS) <input type="radio"/> 24-HOUR SERVICE <input type="radio"/> SAME DAY SERVICE	<input type="radio"/> AUDIO CASSETTE <input type="radio"/> MICROCASSETTE <input type="radio"/> VHS <input type="radio"/> CD <input type="radio"/> DVD <input type="radio"/> MINI-DV
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