

TranscribeYourBook.com

A Fast, Easy and Painless Way to Get Your Own Book Done



10 Tips You Should Know Before Hiring a Transcription Company

- Tip #1:** Make sure you retain all rights to your work. This is your information and you want to retain all rights.
- Tip #2:** Read the Fine Print before entering into an agreement with the transcription company. Some transcription companies will give you a lower rate on the transcription fees, but will require you to publish your book only with their company and hand over the rights to your work.
- Tip #3:** Be specific as to what font you want your transcribed document in. Most are returned Times Roman or Arial font. If there is a different font request it before sending your project in. Most transcription companies won't charge for this but ask if there are additional charges.
- Tip #4:** Ask if there are different fees for the number of speakers in the audio. For example, you may have a charge for only 1 person speaking in the audio. If there are 2 or more the charge may be slightly higher.
- Tip #5:** What is the typical Turn-Around-Time (TAT) for your project? That means how long will it take for the transcription company to get your transcribed document returned to you.
- Tip #6:** Are there minimal charges for smaller files? Some transcription companies will charge a minimum amount if the audio is less than 1-2 minutes long. For example: if you have a 2 minute audio and normal transcription rate is \$1.50 per audio minute that would equal \$3.00 but the company may have a \$10.00 minimum charge.
- Tip #7:** Ask if you will be charged by the audio minute, by the line, by the characters in a line, or by the page.
- Tip #8:** Ask if there is an additional charge for editing. Some transcription companies will transcribe your audio but have additional fees to go back through, listen and edit the document.
- Tip #9:** Ask what type of audios are accepted by the transcription company. Some companies only accept digital downloads.
- Tip #10:** Ask about forms of payment accepted.