

Flying Fingers Transcripts

Transcription Services

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ATTACH TO YOUR ORDER, FAX, OR EMAIL

DATE: _____

PO# _____ COMPANY NAME _____

SHOW/PROJECT _____

SEGMENT NAME: _____

ADDRESS: _____

CITY/STATE _____ ZIP _____ CONTACT: _____

PHONE(S): _____ FAX: _____

Billing Address (if different from above): _____

TURNAROUND REQUEST

Work must be scheduled by phone, fax or email. Unannounced work cannot be guaranteed.

___ Standard Turnaround * ___ Rush 24 Hours (+50%) ** ___ Rush Same Day (+100%) **

*Large projects may take add'l time to complete.

**Rush requests must be approved ahead of time.

HOW TO GET YOUR MEDIA TO US

- ❖ You can deliver or mail your media to our office.
- ❖ You can send some digital audio/video files via email to: Renee@FlyingFingersTranscripts.com
- ❖ You can upload files to your FTP site: _____
- ❖ You can upload files to our FTP site. Please call the office for details. 😊

TRANSCRIPT MENU

(Let us know what you would like on your transcript)

TIMECODE (from window burn)	TIMECODE (from digital counter)	BROLL LOGGING	VERBATIM (ums, uhs, stutter)	LITE EDIT (without ums, uhs, stutters)
ANSWERS ONLY	QUESTIONS PARAPHRASED	Q & A VERBATIM	ACCURACY PLUS+ EXTRA CHARGE	REALITY - NAT SOUNDS

Transcription Delivery – Please list all email addresses where transcript is to be delivered.

MEDIA RETURN Do Not Send Us Your Originals

- Media will be picked up by our courier as soon as transcripts are completed.
- Media will be picked up later by our courier.
- Send our media back via UPS Acct. # _____ FedEx Acct. # _____
- Please recycle our media. [We will recycle after 30-days if no boxes are checked.]

OTHER: _____