

TRANSCRIPTION FAQ'S

What is Transcription?

Transcription is a written record of something that is usually shot on film, video or some form of digital audio. How transcription is defined can also depend on the industry as the Entertainment, Legal, Medical, Corporate, Insurance and various other fields will have widely varying definitions. Most commonly, transcription consists of footage of one or two-people speaking. We take that footage and a transcriber listens to it through headsets and writes down whatever she hears and puts it down on paper.

What is the TTS-VRX.3?

It's simply a software system we've been working on for almost two-years. It's about 95% accurate and for simple field tapes or interviews where you don't need perfection, this is for you because the price is right.

[CLICK HERE FOR MORE INFO ON THE VRX.](#)

What kinds of Transcription do you do?

A pretty wide variety. We got our start doing entertainment based transcripts primarily film and television, however, we also do corporate, financial, law-enforcement, insurance and many other forms of transcription which all have their own language. But know this, transcription is transcription, regardless of industry.

Are you and American owned company?

100% Are you kidding? Don't be fooled, many of our competitors are not American owned but you would never know. Especially in entertainment. Ask them.

How can Transcription help me?

For most, it is a huge time saver. Some opt to transcribe their own work, which is fine, but then you lose the time. For many individuals, they need a written record of and need to edit whatever it is they've shot. The best way to do that is do what's called a "paper edit" first. It makes it a lot easier to put your interview or footage in order on paper first. Then you can cut your work together and easily locate sound bytes via time code.

What's your Turnaround time?

For most materials, 24-to-48 hours. It depends on the project. How much do you have? How many people are speaking? Is the audio good? Is your work already digitized? We need to ask you a few specific questions first, then we can give you an accurate turnaround time, but this is generally the rule of thumb. Sometimes we can give you a modest price break if you don't need your work back quickly.

What kind of Media can I send my work to you in?

We very much prefer digital or MP3 files. We can digitize your footage or audio or VHS but it costs a little more. You can also purchase an OLYMPUS DS-3000 or better for those involved in Corporate or Financial dictation and we can save you money on the purchase.

[CLICK HERE](#) for MORE INFORMATION ON DICTATION EQUIPMENT.

Do you have a courier?

Yes. For anyone within a 15-mile radius of Burbank, which includes most of Los Angeles, we provide a FREE courier service for anyone who sends us 4 recorded hours of work or more. Anything less than that, and you will have to either provide your own courier or spend \$25.00 (each way) to use ours.

What Formats do you deliver your Transcripts in?

We have one primary format for our basic transcription service because we have found this one to be the most beneficial because it provides you with wide left margins and plenty of room for notes. However, we will always accommodate you.

[CLICK HERE](#) for BASIC TRANSCRIPTION FORMATS.

Can I bring my masters to you?

We try to persuade you against doing that. Believe it or not, some individuals still choose to bring us their masters and we strongly counsel against it. It is best to send us a copy.

How can I work at the Transcription studio?

We are a young, growing company always looking for ambitious, creative talent.

[PLEASE CLICK HERE TO APPLY.](#)

How can I type or Transcribe for the Transcription Studio?

Please email us at Jobs@TranscriptionStudio.com and give us two weeks to reply. Please, no calls. [CLICK HERE ON "TRANSCRIBERS"](#) for more information.

Does the Transcription Studio have any competitors?

No. We are the only company on Earth to do what we do and we consider that a tremendous blessing.

What are your prices?

Again, this varies on many factors. But rates are listed on the homepage and many other pages on the bottom right.

[CLICK HERE FOR MORE ON RATES.](#)

What is Time Code?

Time Code is a running clock that is automatically inserted on a separate track over your footage. It helps editors, producers and others locate certain moments on their footage. Without timecode, you have to fast forward and rewind endlessly looking for something. If you know that Buffy talks about throwing her dog over a railing at 47 minutes and 12 seconds into the interview, you can find that sound byte very quickly.

What is "As Broadcast?"

"As Broadcast" is most often used to describe a more detailed format with entertainment based transcripts. Most regular transcription takes place prior to footage being completed. "As Broadcast" refers to shows that are usually complete and edited together and are a much more detailed version of regular transcription.

[CLICK HERE TO SEE "AS BROADCAST" EXAMPLES.](#)

What is "Continuity" or "Combined Continuity"?

Again, this is very similar to "As Broadcast" but it refers to Film rather than Television. Continuity involves a very detailed account of a film: Footage and Frames, Music Cues, Scene Description, Camera Description, Dialogue, Duration, Titles, etc...

[CLICK HERE TO SEE "COMBINED CONTINUITY" EXAMPLES.](#)

How do I know my work will be kept Confidential?

We've been doing this since January of 1993. We'd be out of business if we couldn't achieve this. All of our Typists, Transcribers, Employees, all must sign the same agreement in order to work here or with us. And we employ a part-time firing squad to keep people in line.

Is E-Mail a secure way to send you my files?

Yes. The chances of someone interrupting your E-mail is highly unlikely. Also, you have the option of using FTP files for clients who prefer complete and total security.

How often do you bill your clients?

Once every two-weeks. [CLICK HERE](#) to see an example of how you're billed and how your work is tracked. (Show Don's spreadsheet of incoming work, how detailed and professional it is.)

What kind of payment do you accept?

For known clients with established credit we accept checks on a Net15 basis. You may also pay via credit card.



How large of a project can TTS handle?

We have yet to meet one yet that we can't accomodate. We digitized all of Paramount's old movie and television library which consisted of thousands of scripts and hundreds of old TV shows.

How are we "different"?

We're confident that if you click around our website for a minute or two you'll discover that for yourself quite clearly. There are some ways we are like our competitors (see below) and there are other ways we are not. We like to believe that one primary way we differentiate ourselves is via the often overused cliché "The Big Picture".

-For us it means building community, having fun, thinking about our clients and transcribers on many levels, not just professional. That's important. We're not just after your money, we want to get to know you.

-We think about the typist, the single-mother or parent who needs to stay home with their child or children just to make ends meet. We try to help them as much as we can because we also know that it comes back to us.

-Customer service. People who are not friendly apply elsewhere. They don't work here and won't last long. That will come across when you call us. We'll do everything we can to go the extra mile for you.

-We rarely receive complaints about transcription accuracy because we know this is deadly, so we spend some extra time proofing. But if you want cheaper and a little less accurate transcripts, we offer that, too.

We deliver higher quality and better services and your transcripts are more accurate the FIRST TIME. Not the second time. If you want lower prices, you can hire someone out of their garage. And you'll get plenty of that across the internet.

Remember, in all things, you get what you pay for. You can buy a Mercedes or a Yugo. They are both cars. One costs more than the other. Which are you? If you want the Yugo you are at the wrong place. Some of our competitors are also "Mercedes" and some of our competitors are "Yugos".

Don't forget, whatever you are doing right now, we can probably find someone who will do your job for half of your salary. Will they be better than you?

Cheap prices equals cheap transcripts. You can't have both.

How are we "not different"?

The one way we're not different is pricing. We match the prices of our competitors, and emphasize our benefits in other ways.

-Our turnaround times are pretty much the same.

-We use paper when we print.

-Our Voice Recognition Technology is superior.

For any other questions simply [CLICK HERE TO EMAIL](#) a representative.