

Production Transcripts, Inc.
120 E Chevy Chase Dr #250156
Glendale, CA 91225

Audio Submissions Form

www.productiontranscripts.com
888-349-3022
sales@productiontranscripts.com

Job Name: _____

P.O. Number: _____

Return Shipping: (Unless specified, we will return your tapes to you at the end of the job using "Bulk Rate" mail..)

- ☐ Bulk Rate ☐ Express Mail
☐ Priority Mail ☐ Courier
☐ Enclosed Airbill

See www.productiontranscripts.com
for definitions of Audio Type

Tape #	Interviewee's Names	Begin @	End @	Audio Length	Type of Audio	Options
	#1 _____ #2 _____ #3 _____ #4 _____			_____ minutes	<input type="checkbox"/> Type 1 Audio <input type="checkbox"/> Type 2 Audio <input type="checkbox"/> Type 3 Audio (Focus Group) <input type="checkbox"/> Lite Continuity <input type="checkbox"/> Reality TV footage	<input type="checkbox"/> Timecode <input type="checkbox"/> Rush
	#1 _____ #2 _____ #3 _____ #4 _____			_____ minutes	<input type="checkbox"/> Type 1 Audio <input type="checkbox"/> Type 2 Audio <input type="checkbox"/> Type 3 Audio (Focus Group) <input type="checkbox"/> Lite Continuity <input type="checkbox"/> Reality TV footage	<input type="checkbox"/> Timecode <input type="checkbox"/> Rush
	#1 _____ #2 _____ #3 _____ #4 _____			_____ minutes	<input type="checkbox"/> Type 1 Audio <input type="checkbox"/> Type 2 Audio <input type="checkbox"/> Type 3 Audio (Focus Group) <input type="checkbox"/> Lite Continuity <input type="checkbox"/> Reality TV footage	<input type="checkbox"/> Timecode <input type="checkbox"/> Rush
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Please attach any additional information you believe will make your transcript more accurate. (Proper names, locations, etc.). The more information you give us with regards to your material, the more accurate your transcripts will be. See website at www.productiontranscripts.com for details on pricing and definition of terms.

Submitted by: _____

E-Mail Address: _____

Company Name: _____

Phone Number: _____

Signed by: _____

Dated: _____

I, the above signed, agree to pay for the transcription services rendered by Production Transcription Inc. I have received, read and agree to be bound by the Terms of Service as detailed in Production Transcripts' Terms of Service Agreement. If I am a COD customer, I understand that Production Transcription, Inc. will require payment in full before any transcripts, or submitted materials are returned.

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Additional Page _____
(print additional pages as needed)

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