



## **Sharm Virtual Office Services**

### **Virtual Audio Transcription Service**

Audio Transcription from 15 pence per audio minute – email [fosva-customerservices@freelanceofficeservices.co.uk](mailto:fosva-customerservices@freelanceofficeservices.co.uk) for immediate response

Some companies will charge an hourly rate. Please bear in mind that each typist will type between 40-120wpm. Therefore the same file could take one hour to transcribe by one VA and three hours by another, which could result in you being over charged by two hours for the same file!

Each file takes on average four times the length of the file or tape to transcribe, with interviews and poor sound taking substantially longer. With the per audio minute rate you will know exactly how much to pay in advance of the work being carried out regardless of turnaround time which we believe is a much fairer way of charging you.

All of our transcribers are qualified PAs, Legal Secretaries with Pitmans or RSA qualifications. We can offer fast same day turnaround within specified timeframe (as is feasible) and also out of hours and weekend working.

All transcriptions will be turned around within 48 hours subject to time allowing. Out of hours and weekend working available on request (see rates for additional costs at our discretion) – we are also happy to sign a non-disclosure agreement in the case of confidential documents:



- ✓ CDs
- ✓ Digital Transcription including:
  - .wav files
  - .dss files
  - .mpg
  - .mp3/4
  - .wma
  - Poor quality sound files\*
  - .avi and other formats
- ✓ Fee Invoices
- ✓ Files emailed in PDF, Word or Excel
- ✓ FTP your files to us - secure upload (we can set you up with a folder on our secure server at no extra charge)
- ✓ Drop box your files to us
- ✓ Interviews\*
- ✓ Inventories
- ✓ Legal Transcription\*
- ✓ Letters
- ✓ Medical Transcription\*
- ✓ Non disclosure agreement can be signed
- ✓ PACE\* (police & criminal evidence)
- ✓ Reports
- ✓ Same day or 24 hour turnaround\*\*
- ✓ Surveys
- ✓ Telephone conversations\*
- ✓ Weekend and out of hours working\*\*

\*Charged at 15le/audio minute \*\* Charged at time and a half at our discretion (out of hours 6pm-9am M-F & weekends)

We also provide many other Virtual PA and office support services. Please ask for information. Call us on 01026034127:

- [Call Answering](#)
- [Virtual PA/Admin/Secretarial](#)