



## **Virtual Audio Transcription Service**

**Tel: 03302 235170**

An Audio Transcription Service is a great way to get your words and recordings on paper especially if you're a busy executive.

Perhaps you a busy HR Manager who needs disciplinary hearings transcribed? Then again you could be a Private Investigator recording your findings, or Police Officer interviewing criminal suspects.

You could also work as a lawyer or accountant and have important information to get typed up. Or maybe you're a busy surveyor recording property damage or inventories.

FOSVA offers a fantastic audio transcription service. Your assistant will transcribe all of your digital recordings confidentially and professionally into a Word document.

Just send over the file electronically and the transcriber will type it up and email it back to you as required.

Most companies will charge an hourly rate for audio transcription. Audio transcription takes around four times the length of a file to transcribe. Also, interviews and poor audio recordings can take much longer.

So this potentially means that one [Virtual Assistant](#) could take one hour to transcribe your file, when another would take 3 hours.

You will pay £2 per audio minute for standard working hours/48 hour turnaround so you will know exactly how much you will be paying in advance which means no surprises!

The transcriber will be a professional audio typist and will turn around your transcription within a specified timeframe. This is normally within 48 hours depending on the length of the audio recording.

If your recordings are sensitive we can sign a non-disclosure or confidentiality agreement to put your mind at rest. This is important for police and criminal evidence material which we have experience of.

FOSVA takes care of all your transcription requirements in most digital formats using purpose built transcription software:

- ❖ .wav files
- ❖ .dss files
- ❖ .mpg
- ❖ .mp3/4
- ❖ .wma
- ❖ .avi and other formats

Some types of recordings you may wish to get transcribed could be:

- ✓ Invoices
- ✓ Interviews
- ✓ HR disciplinaries/appraisals
- ✓ Inventories
- ✓ Legal documents
- ✓ Letters
- ✓ Medical documents
- ✓ Police & Criminal Evidence
- ✓ Reports
- ✓ Surveyor reports
- ✓ Private investigator reports



- ✓ Meeting minutes/dictation etc.

NB: Per audio rate is based on the time available between receiving the file, length of the file and expected delivery date. If time is of the essence additional administration charges may be applied at our discretion.

Recordings with more than one speaker, poor quality files, or over talking will take longer and will be charged at £3/audio minute. Out of office hours working can be provided for urgent documents but these will be charged at time and a half.

For more information please [email](#) us.

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

- [Call Answering](#)
- [Virtual Assistant Services](#)
- [London Virtual/Registered Office Address](#)
- [Social Media Management](#)