



**TRANSCRIPTION CITY TYPING SERVICES**

**<http://www.transcriptioncity.co.uk>**

**[info@transcriptioncity.co.uk](mailto:info@transcriptioncity.co.uk)**

**0208 816 8584**

**TITLE :** Standard Transcript Layout

**DATE:** 19th June 2012

**NUMBER OF SPEAKERS:** 2 Speakers

**TRANSCRIPT STYLE:** Intelligent Verbatim

**FILE DURATION:** 5 Minutes

**TRANSCRIPTIONIST:** Sally

**SPEAKERS**

**IAN JONES: I**

**ROSS SMITH: R**

**I: I'm looking for a transcription company that can transcribe my interviews and focus groups quickly and accurately. Could you help me?**

R: I always use Transcription City for my interview transcripts. They always send me work of an extremely high standard and have very fast turnaround times.

**I: That sounds good. My interviews are for research purposes though, so they contain a lot of medical terms and brand names. Will they be able to transcribe this accurately for me?**

R: Transcription City use secretaries with a variety of specialisms so will allocate your interview transcription to a transcriptionist who has experience in your industry. This means that they will be familiar with most industry related terms, brand names and technical jargon.

**I: I'm intrigued... What about security? My interviews are of a sensitive nature and it is absolutely imperative that they remain private and confidential. I don't feel happy sending or receiving any files via email.**

R: Their transcription services are absolutely confidential. Transcription City is registered with the Data Protection Act and are HIPAA compliant. All of their secretaries are required to sign a confidentiality agreements and they will even send you a copy if that is required. All data transfers, uploads and downloads are performed securely using encrypted, SSL 256-Bit processing and private network firewall protection. If you prefer to send your files via email, they can also provide you with a secure email address, which can accept very large files.

**I: That is exactly what I'm looking for! Do they transcribe videos as well?**

R: Yes, they transcribe video and audio and perform copy typing too. They have a variety of templates including time-coded transcripts and time-coded with nuances.

**I: Do they provide verbatim transcription too?**

R: Of course. Transcription City can provide discourse analysis, verbatim, intelligent verbatim and edited transcription services.

**I: What if I want to record on my iPhone or iPad?**

R: There are a number of options if you want to record and send from your mobile devices. They provide a service for regular clients via the Dictamus app. They are also able to receive large audio and video files via secure encrypted email – you just have to contact them for details. Finally, if you have dictations that you would like to record, they can provide you with a number that you can call and record your dictations. These are uploaded automatically to them for transcription.

**I: Okay. What about templates?**

R: They can provide you with a variety of templates, can use one that you have designed or even design one specifically for requirements.

**I: I'm sold. How do I contact them?**

R: Why not visit their website? <http://www.transcriptioncity.co.uk>. From there, you are able to drop them an email to info @transcriptioncity.co.uk or give them a call on 0208 816 8584 to discuss your requirements or obtain a quote. They will even send you a no obligation five minute transcript of your audio or video files free of charge.

**I: Thanks, that sounds great. I'll contact them now.**

R: Glad to be of help. Bye now.

**I: Bye.**

**END OF TRANSCRIPT**