## 8 Ways to Save Money with [AroundTheClockTranscription.com](http://www.AroundTheClockTranscription.com)

**Apply the following guidelines to speed up transcription, avoid mistakes and reduce transcribing fees.**

1. Use a good quality microphone. Position the microphone near all speakers.
2. Indicate the beginning and the end of the transcription.
3. Dictate in a quiet environment. Turn off the TV and radio. Distance the microphone from air conditioners and fans. Avoid noise and music indoors/outdoors, in restaurants, in airplanes, etc.
4. Speak clearly. Instruct people not to talk simultaneously. Identify all speakers.
5. Don't eat or drink when dictating.
6. Discuss the purpose of the transcription with the transcriptionist.

7. Do you want Verbatim or Intelligent Verbatim? \* Edited (Corrected Grammar) transcript? Do you want to indicate laughter and long pauses? Do you want to include sounds like uh, um, hmmm? Intelligent Verbatim with no edits are more economical since it takes less time to complete. It is with no above sounds and no edits. **Examples are below. )**

8. Avoid delays and costly revisions by spelling unusual words and words with questionable spelling -- Kathryn, Katherine, Catherine, or Caterine. Provide supporting documents and words the transcriptionist may not be familiar with such as technical terms, names, streets and cities.

**Provide the transcriptionist with a high quality recording and save on cost.**

**Examples of Verbatim, Intelligent Verbatim and Edited:**

**Verbatim:**

Erm ... well, I dunno really, know what I mean? I mean, you know, when I asked

them what John’s, er, um, condish, condit, condition was, they said like erm “I'm

afraid we can't, erm, tell you that, Mrs. Johnson, 'cause you ain't a relative.”

So, anyway, you know, I 'm planning to start the um IT project in er … round

about … no definitely on the er, 8 November this year. It's tricky though - know

what I mean? So it'd be good if you could all er sort of confirm kind of thing.

Know what I mean?

**Intelligent Verbatim:**

Well, I dunno really. I mean when I asked them what John’s condition was they

said “I'm afraid we can't tell you that, Mrs. Johnson, 'cause you ain't a relative.”

I'm planning to start the IT project on the 8 November this year. It's tricky though,

so it'd be good if you could all confirm.

**Edited:**

Corrected Grammar

**Hope this helps. Thank you for contacting us!**   
 Jenn Stevens & Carrie Rudy, AroundTheClockTranscription.com \* 412-853-3299