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Offices in:
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Workplace Performance Technologies (Pty) Ltd

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Send your transcription request form to

Gary Watkins

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Facsimile [086 689 7862](tel:0866897862)

Banking Details:

Company: Workplace Performance Technologies (Pty) Ltd
Bank: Nedbank
Branch: Musgrave
Acc. No.: 1301 196 088
Branch Code: 1301 26 10
Account: Cheque

Please complete and fax to 086 689 7862 or by email to info@workinfo.com

Transcription Request Form

To expedite transcription service, recordings may be delivered to Block 4B, Units 43 and 45, Northgate Office Park, Corner Profit and Aureole Streets, Northgate. Alternatively, please specify method of delivery of transcription below.

Recordings may be expressed mailed to PO Box 925 Lanseria Gauteng 1748. Please email the tracking number and date of postage to info@workinfo.com

Contact Person

Telephone	
Facsimile	
Email	
Cellular	
Address for collection of recordings (if in Johannesburg)	

Billing Address

Company	
VAT Number	
Telephone	
Facsimile	
Email	
Cellular	
Postal Address	
Physical Address	

Service Required

- Transcription
 Translation – from _____ to _____
 Copy typing

Transcription of a meeting**Nature of the meeting**

Presentation	
Workshop	
Conference	

Company	

Documents / Items referred to in meeting

Document / Item	Annexure

Format of recording

Electronic

CD-ROM

DVD-ROM

Cassette

Microcassette

Minicassette

Flash Drive

Other _____

Compact Cassette
(normal tape cassette)

Other _____

Duration _____h_____

Documents are produced in MS Word.

Costs

1. Transcriptions

R600.00 per audio hour of recording subject to final invoice (the final fee will depend on the length and quality of the recording).

Medical Transcription Service

Medical or scientific terminology may require the transcriber to research names, acronyms etc., so an additional R1.50 per audio minute on the above rates is charged on medical transcription. Industry-specific technical terms and jargon: The above additional charge also applies to non-standard technical terms and jargon.

Transcribing Poor Quality Audio takes up to eight times longer: Rates vary from R13.00 per minute for poor audio to R35.00 per minute for very poor, barely audible audio as it takes 5 to 8 times longer to transcribe. This includes loud foreground hum, excessive noises and poor recording.

2. Copy typing

Fee available on request.

3. Translation

Fee available on request.

Would you like a pro forma invoice before commencing the transcription?

Yes No

Payment is due and payable on completion of the service.

Authorized Representative

Date