



Transcribed Documents in About 3 Hours

SpeakWrite provides off-site document transcription services

Our clients dictate their work through their telephone, with a dictation device or with their computer and submit their work to us for transcription. Our network of U.S. and Canada-based typists transcribe the dictation and return the completed document to the client's email in about 3 hours.

Fully On-Demand Service

SpeakWrite is available 24/7/365, including holidays. Our average turnaround is about 3 hours, and we are always fully on-demand with no fixed costs, subscription charges, or minimum monthly usage charges.

How it works

- Dictate:** By telephone, digital dictation equipment, analog tape, via computer using Speakeasy software or handwritten material
- Submit:** Via telephone, as an e-mail attachment, website upload, Speakeasy, FAX, FTP, mail or courier
- Completed Document Delivery:** Returned via email as an attachment in your preferred word processing format

Process

Telephone/Mobile phone - Dictate via SpeakWrite's toll-free dictation line and your audio is submitted when you hang up the telephone.

Speakeasy - Dictate via Speakeasy and when you are finished you submit your dictation into our system through the Internet. Speakeasy is our complimentary and proprietary software that records your dictation through your computer's microphone and submits it into our system through the Internet. It is not voice-recognition software but instead converts your computer into a dictation device.

Email/Online file upload - Dictate via your digital dictation device, then submit by logging in at www.speak-write.com/login and uploading your audio file, or you may send your file as an email attachment.

Value Added Features

Word List

Oftentimes there are words and names used in a dictation that require spelling in order to avoid incorrect usage. With SpeakWrite, you can add these difficult words to your personal Word List for future reference by a typist.

Templates

Documents that require specific formatting or layout are called templates in the SpeakWrite system. You can upload your pre-formatted documents via your Personal Page, then incorporate them verbally into any new job.

Address Book

Your account also includes a standard Address Book. Input addresses individually or use our Address Book upload feature to store all of your contacts, then incorporate them into your work by reference.

Job Tracking

Log into the SpeakWrite website to manage your current dictation jobs. Submitted jobs are added to your Job Status list; your completed jobs remain available for up to 30 days, during which time you may listen to, retrieve, view, or print a job.

Rates

SpeakWrite charges for transcribed work by the word with a minimum charge of 100 words per document. Accounts are invoiced and a current billing statement is always available online.

Type of Dictation	Rate
General	1.25 cents per word
Legal	1.50 cents per word
Group Conversations*	2 cents per word

*Transcriptions of recorded conversations, interviews, seminars, conference calls or anything which involves two or more participants are considered a Group Conversation.

For more information visit:

www.speak-write.com/Legal