

Rates and Packages

Your Virtual Typist offers three ways for billing your audio transcription. Our first is based on actual audio hour basis. The second is based on our Monthly Retainer Plans, which gives clients a way to substantially save when you have many projects or wish to work with us on a continued basis. And third, once you have established yourself as a client with us, you may choose to be put on our monthly billing plan.

Your transcription project will be returned to you electronically by way of email or FTP.

We complete each transcription document in .doc (Microsoft Word Document) format. PDF format is available upon request, please see additional fees below.

Our standard turnaround time is 7 to 10 business days. Please see turnaround chart below.

Rates are based on a per audio hour basis. There are no line or page counts. To figure your exact rate please see our Audio Time Converter and then use our fee schedule below to find out how much this will cost you.

Example: If your audio file is one speaker and you would like it returned to you using our standard turnaround time with no additional request, it would be as follows:

- Audio length 10:09 minutes = 0.167 Billable Time x \$45.00/per audio hour = \$10.02

Please see our detailed information below to find what best fits your business or project.

Audio Hour Rate

Billing is based on a per project basis at the following rate chart:

One Speaker = \$60.00/per audio hour
 Two Speakers = \$65.00/per audio hour
 Three + Speakers = \$70.00/per audio hour

Turn Around Time (based on business days)

Standard TAT = 7 to 10 business days (no additional charge)
 Fast TAT = 4 to 5 business days (add \$10.00)
 Priority TAT = 2 to 3 business days (add \$20.00)
 Rush TAT = 24 hours and/or weekend (add \$25.00)

Additional Fees (based on per project basis)

Special Formatting = add \$5.00 (smaller fonts, double space, ect.)
 Poor Quality Audio = add \$25.00
 Extremely Poor Quality Audio = add \$100
 Custom Template Creation = add \$50.00 (includes two pages, please add \$10.00 per additional page)
 Include Custom Template = add \$5.00
 Hard Copy Final Document = add \$15.00 (document copied to CD/DVD, and send U.S.P.S. Priority Mail, add \$20.00 for overnight delivery)
 PDF Conversion = add \$5.00

Monthly Retainer Plans

Clients can take advantage of our Monthly Retainer Plans and enjoy a discounted rate on billing your audio files. This is our preferred billing method because it allows us to establish a virtual partner relationship and guarantee availability from us.

These Monthly Retainer Plan discounts apply to our audio hour rates only. Additional expenses such as faster turnaround times or additional fees will be billed at actual cost. Payments for Monthly Retainer Plans is due in advance.

Bronze Plan - 5 hours = 5% discount

Silver Plan - 15 hours = 10% discount

Gold Plan - 25 hours = 15% discount

Platinum Plan - 40 hours = 20% discount

Please note: Monthly Retainer Plans can be set up on automatic billing on a monthly basis. These plans may be terminated at any time with a 30 days notice. However, any unused audio hours are non-refundable and may not be carried over to the next month. If you go over your monthly plan, we will send you an invoice for the additional audio time completed along with any additional fees or turnaround times.

Payment Terms

Our payment method accepted is PayPal. You do not need an account with PayPal to make a payment. You can pay directly with your credit card directly from our invoicing. You will receive your invoice in your email. You can just click on Buy Now and follow the online instructions to process your payment.

For our new clients billed per audio hour, an invoice will be generated when your project is completed. You will receive this in your email.

Monthly Billing Plan: for our established clients being billing per audio hour, and an invoice is generated and delivered to your email once your project is complete with net terms of 15 days. This means that if you are invoiced on October 10, you must pay this in full by October 25. Failing to do so will result in canceling our monthly billing service with you and will revert you back to a per project basis. If you would like to request this option, please contact us .

It is our practice to require a 50% deposit on all hourly work prior to your work beginning on the estimated number of audio hours for your projects.

Monthly Retainer Plans are automatically billed via PayPal on the day you sign up for this service and will reoccur monthly until you cancel this service (please give a 30 days notice).

There will be a \$30.00 charge for all returned checks. Late payments will incur a 10% late fee for every billing cycle.

All Projects Include

Your completed document will be spell-checked, proofread (grammar and punctuation), and sent to you via electronically (email or FTP). Rates subject to change without notice.