

Policies and Procedures

In order to serve our clients to the best of our ability, we have outlined below YVT's company policies and procedures. Please read all of these procedures prior to requesting transcription and/or typing service with our company. If you have any further questions, you may contact us directly or see our FAQ section.

Hours of Operation:

- We provide 24-hour service for sending your transcription files via our file transfer service, fax, or email.
 - Telephone inquiries may be placed between 8:00 a.m. to 6:00 p.m. CST, Monday through Friday, and 10:00 a.m. to 3:00 p.m. CST on Saturdays. Please see our contact us section for more details.
 - Internet and fax orders may be placed 24 hours a day, seven days a week.
- Orders will be processed between 8:00 a.m. to 6:00 p.m. CST, Monday through Friday, 10:00 a.m. to 3:00 p.m. CST on Saturdays, excluding Sundays and Holidays.

Disclaimer:

Your Virtual Typist (YVT Services) will not be held liable in any form for any typographical erratum or omissions.

Your Virtual Typist (YVT Services) reserves the right to decline to perform any project at our own discretion.

Your Virtual Typist (YVT Services) will not be held legally obligated or responsible for any loss or damage of any kind resulting from documents that are lost or delayed in transit, whether such transfer is sent electronically, faxed, sent by U.S. Postal Service, or otherwise.

Your Virtual Typist (YVT Services) will not be held liable in any way for incidental, consequential, or indirect damages (including but not limited to damages for loss of profits, business interruption, loss of information, plagiarism, etcetera).