**Transcription Request – Client form**

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| --- | --- |
| **Client Name:** |  |
| **Address:** |  |
| **Contact Person:** |  |
| **Email:** |  |
| **Phone Number:** |  |
| **Service Required:** |  |
| **Language:** |  |
| **Topic / Specialization:** |  |
| **Length of video(s) or audio(s) (in minutes) :** |  |
| **Do you require transcribing the text displayed in the video (subtitles, name tags, signs etc.)?** |  |
| **Do you require transcribing the hesitation words like “ums” and “ahs”?** |  |
| **Do you require transcribing unfinished sentences even if the speaker rephrases the thought in the following sentence and do you want us to indicate a triple dot e.g. “…”?** |  |
| **Do you require correcting the grammar mistakes made by the speakers in the video or audio?** |  |
| **Do you require making non-native English speakers sound like native English speakers?** |  |
| **Do you require translation of the script(s)?** |  |
| **Deadline:** |  |
| **Other notes:** |  |