



AccuTran Global is primarily a financial transcription firm.

We transcribe, review, edit, and format transcripts. We are one of few legitimate work-from-home opportunities available.

What do we transcribe?

- Financial sector conference calls, primarily earnings release conference calls
- Financial sector conference presentations and interviews
- Analyst Day meetings
- Check out some of this audio at <http://biz.yahoo.com/cc/>

Qualities of a successful candidate:

- Excellent command of the English language.

Example: Understands the difference between write down when used as a verb and write-down when used as a noun.

Example: Understands the difference between and can accurately use the correct form of its/it's, affect/effect, compliment/complement, rational/rationale.

- Superb listening skills
- Excellent spelling and punctuation abilities
- Interested in current events and world affairs. Is up to date on what's happening in the world and possesses a general knowledge base

Please note the following before applying for any positions:

- We do not supply full-time work. Our work is cyclical in nature and volumes decrease between reporting seasons.
- Our work is suited independent contractors with a compelling reason to work from home.
- You provide us your availability on a weekly basis and we schedule work based on that.
- We do not provide 1099 forms or T4s at the end of the calendar year. We do pay GST to Canadian contractors.



- Only our editor positions are truly “evening” work, and we offer very little weekend work, with very rare exceptions. Please see the time frames for each position listed below.
- Please read carefully the time frames for all positions and do not apply if you are looking for extra work that can be done on your schedule – 99% of our work is time-sensitive and must be done immediately.
- All work is paid on a calendar month basis on the 15th of the following month by cheque or wire transfer for those who qualify. We accept applications from individual independent contractors.
- Please ensure you have a fairly recent (less than four years old, ideally), well-maintained, functioning PC or Mac with adequate memory to do downloads and run audio files.
- We provide audio software for PCs only. Mac users, check into ExpressScribe.
- If you are not truly computer-savvy (and this means you can do software and hardware installs and maintain your machine) please ensure you have some assistance in this area.
- We do not provide extensive tech support.

Earnings seasons are approximately:

- January 20 to March 15
- April 20 to May 20
- July 20 to August 20
- October 20 to November 20

****We do not guarantee work to any staff outside of reporting season.***

- All staff are required to work Thursdays during earnings seasons.
- Tuesday, Wednesday and Thursday, Friday morning are our busiest times. Mondays, and Friday afternoons are lighter.
- All times listed are in EST – Eastern Standard Time



Transcription

- Minimum 70 wpm typing speed
- Experience preferred
- Work is available from 4 a.m. to 2 p.m., and 4:30 p.m. to 7:30 p.m., approximately, with audio available throughout the day during peak seasons
- We recommend the purchase of a foot pedal, but no other software is required

Compensation and Turnaround

- Pay is by the word and ranges from our starting base rate of \$0.005/word for a beginning transcriber on basic audio, to our top rate of \$0.0066 for difficult and/or foreign audio done by a senior transcriber. To calculate on a per-minute basis, multiply by an average of 130 to 150 words a minute.
- Industry standard for transcription is four times the length of the audio – we require a maximum of six times the length of the audio for all files.
- 20% bonus for foreign calls from non-English countries
- 20% bonus on calls with lots of technical terminology
- Transcribers who earn \$2,000 within their first six months will be paid \$50 for their training.

How does the operation work?

- We supply the transcription software and the online training you will need
- We send out short pieces of audio which you access via our website and then transcribe ASAP
- Occasionally, you may work on much longer pieces of audio
- We use AOL instant messaging for communications
- We supply you with researched terminology, and you use Google and corporate websites to do very limited research only when required.



Important: We are looking at transcription as entry level, and it is generally required for moving into all other departments except real-time writing. Our goal is to move all experienced transcribers into reviewing, formatting and editing, where the compensation is higher. These tasks involve a longer time commitment.

What does a transcriber need, hardware-wise?

- Minimum XP on a PC, or a Mac with ExpressScribe.
- Reasonable quality headphones (mandatory) and ideally, speakers with a headphone jack on them and an additional volume control
- High-speed Internet access (dial-up will function)
- No pedals are required to run our software, HOWEVER, they do make a difference in your speed, and thus compensation. We can make recommendations on equipment for purchase. We are requiring new transcribers to purchase pedals by their second peak period working with us.

1. Transcription – information provided in this document.

2. Reviewer– check transcripts for errors, relisten to portions of the audio, do Internet

research on terminology. Transcription experience required.

3. Editor– same as Reviewer above, but involves a complete relisten of the audio and more thorough Internet research. Transcription and review experience an asset but not mandatory.

**** Real time writers – qualified real-time writers and voice captioners, please email to request additional information.***

How do I become part of the organization?

First, let's describe the kind of person who is going to do well at this:

- You are speedy on the computer, as is demonstrated by your high typing speed
- You have excellent English skills – your punctuation and spelling are great
- You possess good Internet research skills



- You are able to strike a balance between quality and speed, and deliver your documents in an appropriate amount of time
- You work well under pressure
- You are able to take assignments and complete them without interruption
- You follow instructions well
- You communicate well
- You see this fitting into your long-term business/personal plans

Important: This is not a suitable position for those with small children in their care. Those who choose to work with us will need to install and learn some software and some financial vocabulary before they are able to start.

Those selected for testing will receive a response. We thank all others for their interest in advance.

Please e-mail us with any questions.

Sincerely,

Jennifer Lundrigan,

Owner, AccuTran Global