Greetings!

Thank you for visiting our website and taking the time to learn more about who we are and what we have to offer. Your time has value, so to aid in your search for a transcription position we have put together this introductory information which provides a high-level overview of our company.

As much of our work is of a time-sensitive nature, we require a minimum of 70 words per minute. You will be asked to submit a test to verify for your transcription speed.

We ask that you read through it completely and carefully as we have provided the answers to many of the questions frequently asked by prospective transcriptionists.

Please note, that we do not accept telephone enquiries with respect to contractor positions.

## Who Are We?

AccuTran Global is an online transcription company offering legitimate work-from-home opportunities to North American transcriptionists. If you have not already done so, feel free to do a Google search and see what others have to say about us.

We have been in business since 2002 and are incorporated in the province of British Columbia, Canada.

## Would I Be An Employee?

No. You would work with AccuTran Global in the capacity of a self-employed contractor. This means:

* We do not issue 1099s or T4s
* It is your responsibility to report your income and pay the applicable income taxes
* We do pay GST/HST to Canadian contractors with a valid GST/HST number
* Canadian contractors are paid in Canadian dollars
* US contractors are paid in US dollars

## How Would I Be Paid?

Payments are made via direct deposit into a US- or Canadian-domiciled bank account on or before the 15th of every month for work completed during the previous calendar month.

Example: Work completed during the month of January is deposited on or before February 15th.

## Do You Work with Non-North American Contractors?

The short answer is no. However, North American contractors living outside of the US or Canada may still work with us as long as an active US- or Canadian-domiciled bank account is maintained for deposit purposes.

This is a great opportunity for those who are often required to move due to a spouse’s employment or who travel frequently, or for those who may have to relocate temporarily for personal/family reasons.

## How Much Can I Earn as a Transcriptionist?

That is a challenging question to answer accurately, as it very much depends on the individual. Here is what we can tell you:

* Entry-level transcription rates are by the word or by the audio minute, depending on the turnaround time required on each individual project. Therefore, the faster you can transcribe, the more earnings potential you have.
* Rates vary from $0.004 per word to $0.0055 per word and $0.40 per audio minute for projects with longer turnaround times.
* Bonuses are paid for audio containing technical terminology and audio with heavily accented speakers, originating from foreign countries.
	+ - North American accents are not considered foreign.
	+ Please note that no research is to be done at the transcription level, aside from the research provided to you prior to the start of each job and the general terminology you will need to become familiar with.
	+ Also note that an individual’s availability also greater affects earnings potential. If you are only available to accept transcription work from us one day a week, you may not earn as much as a contractor who is available five days a week.

## Are There Opportunities for Advancement?

Most definitely. Entry-level transcription contractors demonstrating an accurate understanding of the content they are transcribing will be invited to expand their service offering from transcription only and may include:

* Scoping
* Review
* Editing
* Proofreading

Transcriptionists with experience and expertise in the following areas may be asked to accept work on special projects:

* Competency with accents
* Legal terminology
* Medical terminology

## What Exactly is Scoping, Review, Editing, and Proofreading?

Since our definitions may differ from what you are familiar with, let’s provide you with a brief outline of each:

### Scoping

* A read-through of real-time written text (stenography or voice writing) while listening to the corresponding audio correcting for dropped words, punctuation, and formatting irregularities
* Research may be required
* Fast paced
* Pay is per word; bonus for technical and foreign events
* Best suited for those with availability Monday to Fridays 7 a.m. through to 7 p.m.

### Review

* Compilation of transcribed text to create a complete document, reviewing each segment for formatting irregularities and correcting obvious errors
* May be required to listen to corresponding audio as well as research new terminology
* Fast paced; must be able to balance quality and speed and possess good communication skills
* Pay is by the word; bonus for technical and foreign events
* Cyclical in nature; best suited for those with three- to four-hour slots of availability Mondays through Fridays 8 a.m. through 8 p.m. or later

### Editing

* A full readthrough of a raw transcribed text with the corresponding audio correcting all mishears, punctuation errors, and ensure transcript is formatted correctly
* Research all names and terminology for accuracy
* Pay is by the audio minute
* Best suited for those with a keen sense of attention to detail and effective time management skills
* Editing work is available Monday through Friday, days and evenings, as well as weekends

### Proofreading

* The third step in quality assurance
* A readthrough of an edited transcript with the corresponding audio ensuring accuracy of content, punctuation, research, and formatting
* Best suited for those with keen listening kills, attention to detail, and effective communication abilities
* Pay is by the audio minute
* Proofreading work is available Monday through Friday, days and evenings, as well as weekends

## Availability

We are asked a lot of questions in general around availability. Please read through this section thoroughly.

* AccuTran Global does not have a minimum requirement or a maximum cutoff with respect to availability.
* Your availability does not need to be the same every week.
* You are requested to submit your availability to us via email every Friday for the following week.
	+ You will be preassigned to transcription work based on your availability and volume of work available
	+ If you do not submit availability, it will be assumed that you are not available.
* Should your availability change on short notice due to unforeseen circumstances, please notify us by email or via our messaging system and you will be removed from any prescheduled work.
	+ Conversely, should you find yourself with unexpected availability, please let us know.
* We do not require that you sit in front of your computer during your times of availability if you are not prescheduled.
	+ A large chunk of our transcription work is assigned with little advanced notice.
	+ We request that you install our messaging system on your phone as well as your computer so that you will receive notifications and not miss out on transcription opportunities.
* AccuTran Global has transcription work available Monday through Friday, day and evening, as well as weekend work.

## Can I Work with AccuTran Global Full Time?

We do not guarantee full-time work. However, during periods of high volume there is potential for full-time equivalent with part time to casual during periods of lower volume.

* We will post frequent updates and send out communications in advance of anticipated weeks of high volume to aid our contractors in the organizing of their availability around other responsibilities and work commitments.
* As a self-employed contactor you are certainly welcome to accept work from other vendors in addition to AccuTran, though you will be required to maintain discretion through the signing of a non-disclosure agreement, and accepted transcription assignments must be completed and delivered on time.
* Our busiest times of year are:
	+ End of January through to long weekend in May
	+ Mid-July to mid-August
	+ Mid-October to mid-November

## What Do I Need and Are There Upfront Fees?

No. There are no fees, upfront or otherwise. That is always an easy and happy answer. ☺

This is what you will need in order to work with us in a transcription capacity:

* A computer running Windows 10
	+ Some of our software may run on Window 7 or 8, but is not fully supported and Windows 10 is preferred)
	+ Mac users may be able to run our software using Parallels Desktop, VMware Fusion, or equivalent software, with limited support
	+ Minimum 4GB RAM (memory)
* Quality over-the-ear headphones. Ear buds are not recommended.
* Broadband internet. (Dial-up will function, but may restrict the transcription work available to you)
* A password protected account used only by you on your computer
* A minimum transcription speed of 70 words per minute
* A work environment free of disruptions and ability to work independently and meet deadlines
* Superior listening skills
* 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, their/there/they’re.

* Excellent spelling and use of punctuation

## What Would I Be Transcribing?

As an entry-level transcriptionist you could be asked to transcribe any of the following:

* Quarterly earnings calls for North American and foreign corporations and companies
* Corporate acquisition and merger announcements/teleconferences
* Analyst/investor days
* Annual general meetings
* Depositions and hearings
* Interviews conducted via phone or in person
* Teleconferences
* Panel discussions
* Conference presentations
* Roundtable discussions
* Focus groups
* Media interviews
* Corporate town halls

Based on the turnaround (TAT) requirements for each project, you could be asked to transcribe multiple short sections of three to five minutes each from the same event (where multiple transcribers work simultaneously) or transcribe an entire event yourself that could range in length from 60 to 90 minutes.

* Example: Corporate earnings calls are worked on by multiple transcribers, each transcribing short three- to five-minute segments of audio.
* Example: You could be asked to transcribe a 28-minute long deposition yourself.
* Example: A 90-minute teleconference maybe given to two transcribers, each transcribing 45 minutes, or you may be asked to transcribe it in its entirety.

## How Do I Apply?

Having provided you a high-level view of who AccuTran Global is and what we have to offer, if you feel we could be a good fit for your work-from-home transcription career, please click on the link located at the end of this information document. It will open for you our application questionnaire and direct you to the materials required to complete some preliminary testing of your transcription-related skills.

* The application questionnaire is also created in Word and is easy and safe to open.

If you have additional questions that we have not been able to answer, please email us directly at info@accutranglobal.com and use Contractor Query in the subject line of your email.

* Please note that emails not using Contractor Query in the subject line will not receive a response
* We do not accept telephone enquiries. Please send us an email for all questions.

Thanks again for your interest in AccuTran Global and taking the time to find out more about us.

Click this link to proceed to the application questionnaire and testing materials:

<http://accutranglobal.com/assets/ATGQuestionnaire.docx>