



**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 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:**

- The only "full-time" positions we offer are in management, for those with transcription and managerial experience, and involve 50-hour weeks during peak times, part time the rest of the time.
- Other than the managerial positions mentioned above, please do not apply to us if you are ultimately seeking a full-time position.
- Our work is suited to those with a compelling reason to work from home or to international subvendors on a seasonal basis.
- 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 15<sup>th</sup> of the following month by check, PayPal, Xoom, or wire (only for large amounts and senior staff).
- We accept applications from individual independent contractors and from subvendor firms.
- 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 until end of February
  - April 20 to May 20
  - July 20 to August 20
  - October 20 to November 20
    - We guarantee no work to any staff at times outside of these – our most experienced editors and managers and senior transcribers do receive a part-time amount of work outside of these times.
- **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 am to 2 pm, and 4:30 to 7:30 pm, 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.

## 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 a prerequisite.
4. **Real time writers** – qualified real-time writers and captioners, email to request additional information.
5. **Formatters** – applicants with a financial/library science background or any related degree, skill set requires the ability to pull information from text and create headings. Each assignment is approximately one to two hours in length. We prefer applicants to also train as transcribers
6. **Supervisor** - applicants with supervisory experience, excellent communication and problem solving skills. Hourly rate.

### ***Transcription Information***

#### **What is the compensation?**

The transcription work pays by the word.

- Base Rate for transcription is \$0.005 USD/word for staff in the US and Canada. Top transcription rate is \$0.0066 USD/word for those meeting and maintaining certain criteria.
- Base Rate for international transcribers is \$0.005 USD/word.
- **Important:** This works out to approximately \$3.00 base rate for a 3-minute audio file. Experienced transcribers with 70 wpm and over complete these in 12 to 15 minutes.
- 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.

**What does this work out to?** That depends on your typing speed, and will vary based on the assignment. Range is from \$12 to \$15+ per hour depending on speed. Reviewers and editors can earn \$15 - \$25 per hour.

**Payment** is made on or near the 15<sup>th</sup> of each month by check, Paypal or Xoom for the previous calendar month. On our website, we provide with you a report detailing your work, which you can compare to your own records. We supply an Excel sheet for tracking your work.

**Can I claim this income as self-employed?** Yes, if you clearly have a business enterprise we can set you up as an independent contractor. We pay GST in Canada if applicable.



### **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 have good Internet research skills
- You are able to strike a balance between quality versus 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.

**If interested, please complete the attached questionnaire.** Return to us with **your name and the word Questionnaire** in the subject line.

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,  
General Manager  
AccuTran Global