



Greetings, and thank you for your interest in AccuTran Global. Please read through the following carefully and completely.

AccuTran Global is primarily a financial transcription firm.

We transcribe, realtime write, scope, review and edit 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
- Examples of the type of calls we work on can be downloaded from the following link. We encourage you to have a listen.
  - o <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, their/there/they're.*

- 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 offer full-time work. Our work is cyclical in nature and volumes decrease between peak reporting seasons. While the volumes of work available during peak reporting seasons is akin to full time, we offer no guarantees of work in the off months.
- We accept applications from individual independent contractors only.
- Our work is suited to 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 editing 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 through PayPal.
- 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.
- Audio is transcribed into Word, saved as a .txt and uploaded back to our site. If you are using a Mac, it must be equipped with software that allows it to be compatible with Word.
- 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.



***Peak reporting 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 peak reporting season.***

- All contractors are required to work Thursdays during earnings seasons.
- Tuesday, Wednesday and Thursday, Friday morning are our busiest times. Mondays, and Friday afternoons are lighter.

***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
- Audio is preassigned based upon availability provided by you. The expectation is that you be available for your preassigned audio, transcribed it promptly and upload the transcript to our site immediately upon completion.
- There is no additional research required beyond what is provided to you for each call. Transcribers are not expected to proofread their work. We are looking for an accurately transcribed text uploaded in a timely fashion.

***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, transcribe ASAP and upload back to our website
- Occasionally, you may work on 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. It is a requirement for moving into all other departments except realtime writing. Our goal is to move all experienced transcribers into scoping, reviewing 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 reporting season working with us.

### ***A Brief Description of the Opportunities We Offer***

- 1. Transcription** – information provided above.
- 2. Scoping** – a once-over of realtime written text, with the audio, correcting for dropped words and incorrect formatting. Audio files are approximately 5 minutes in length and the expectation is a 3x to 4x TAT once fully trained. Scoping can be done in combination with transcription.
- 3. Review** – check transcripts for errors, relisten to portions of the audio, do Internet research on terminology. Reviewers must have trained as a transcriptionist and worked with us for a minimum of one full peak reporting season before applying for this position. Review can be done in combination with transcription and scoping.
- 4. Edit** – same as Review above, but involves a complete relisten of the audio and more thorough Internet research. Editors must complete a minimum of two peak reporting seasons as a transcriber before applying. Scoping experience is a good segue for editing. Editing can be done in combination with transcription.
- 5. Realtime writers** – established stenowriters and voice captioners, please email your resume directly to [foelsema@accutran-global.com](mailto:foelsema@accutran-global.com), cc'd to [helpdesk@accutran-global.com](mailto:helpdesk@accutran-global.com).



**Time Frames + Additional Information for All Positions**

Position	Time Frame (All times listed in Eastern)	Compensation
Transcription	4 a.m. through 2 p.m.  4 p.m. through 7:30 p.m.  Recommended three-hour minimum availability in one or both of the above	Per word as outlined above.  Bonus for technical and foreign calls.
Scoping	7 a.m. through 2 p.m.  4 p.m. through 7:30 p.m.  Recommended three-hour minimum availability in one or both of the above	Per word; percentage of trans pay. Bonus for technical and foreign calls.
Review	7 a.m. through 3 p.m.  4 p.m. through 9 p.m.  Recommended four-hour minimum availability in one or both of the above	Per word. Bonus for technical and foreign calls.
Editing	4 a.m. through 2 am.  Recommended four-hour minimum availability.	Based up accuracy and TAT  Bonus for technical and foreign calls.
Realtime stenowriting/voice captioning	7 a.m. through 3 p.m.  4 p.m. through 7 p.m.	Per audio hour; bonus for technical and foreign calls.

**How do I become part of the organization?**

First, let's describe the kind of person who is going to do well as a member of our team:



- 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: We do not offer positions that are suitable for those with small children in their care.***

Again, we thank you for your interest in AccuTran Global. If you are interested in applying to work as part of our team, please return to the JOBS page of our website, click on the [questionnaire/test](#) link and complete the testing materials.

Jennifer Millar, Owner & General Manager

AccuTran Global