

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement covers transcription of audio and/or video recordings by The Perfect Word ("Contractor"), located at 9002 Bush Drive, Glen Allen, VA, 23060, for _____ ("Client"), physically located at _____. A Rates and Information sheet accompanies this Agreement and is part of the Agreement. Client agrees that he/she has received a copy of the Rates and Information sheet and understands its contents. This Agreement does not bind either party to a specific length of time, but rather covers details of the business relationship. There is a section at the bottom is for any additional considerations that might apply for each individual client.

Billing Options. Contractor offers two options for billing on most recordings: per transcription hour and per audio minute, as described in the Rates and Information sheet referred to in Paragraph 1 above. After discussion with Contractor and reading the Rates and Information sheet, Client agrees to the option initialed by Client below.

_____ \$25 per transcription hour (only option for cassette tapes)
_____ Per audio minute. *

*This rate depends on quality and type of recording as stated in the Rates and Information sheet. The range is \$1.50 to \$2.10 per audio minute. This rate could change from recording to recording if the audio quality differs substantially.

Relationship of Parties. It is understood by both parties that the Contractor is an Independent Contractor and is not an employee of Client. Client will not provide benefits, including health insurance, paid vacation or any other employee benefits for the Contractor. Contractor is also responsible for her own taxes and other withholdings.

Reimbursement of Expenses. Client understands that costs incurred on Client's behalf for items such as copy center charges, UPS, postal charges, or long distance telephone calls may be billed back to Client.

Payment. There is a \$15.00 returned check fee. Payments may be made by check, Visa, MasterCard, or PayPal.

New Clients: One-time projects will be invoiced upon completion of the project unless the project goes longer than one week, in which case Client will be billed weekly (or per transcript) until the project is completed with invoice(s) due upon receipt. If the first project is estimated over \$100, a deposit equal to 25% of the estimate is required. If there are multiple transcripts in a project, client may elect to receive an invoice with each transcript (due upon receipt) in lieu of paying a deposit. There is a \$25 minimum charge for first-time clients

Regular/Repeat Clients: May request invoicing at any interval up to once a month; invoices must be paid in full within 30 days. No deposit required.

Liability. Contractor is not liable for any loss, damage, or delay of work due to power failure, fire, floods, equipment failure, inclement weather, third-party delays, illness, or any other contingencies beyond the control of the Contractor. Client agrees that Contractor is not liable or responsible for the content or accuracy of the material prepared at Client's direction, as Client had an opportunity to review/proofread the materials.

Confidentiality. This Agreement creates a confidential relationship between Contractor and Client. Information concerning Contractor and Client business affairs, vendors, finances, properties, methods of operation, computer programs, employees, documentation, and other such information whether written, oral, or otherwise, is confidential in nature. Contractor, Client, and any employees of both, will adhere fully to this confidentiality agreement for the duration of this contract and beyond.

Client acknowledges that Contractor may take on work from competing vendors. However, Contractor shall not disclose any information regarding Client to any such vendor.

Additional Considerations.

ACCEPTED AND AGREED:

Client Authorized Signature

Date

Client Company Name

Contractor Authorized Signature

Date

Contractor Company Name

The Perfect Word

Transcribing Perfection since 1996

Rates and Information

Transcription

Audio: Micro/standard cassettes, CD's and audio files (digital, WAV, MP3, WMP, etc.)

Video: DVD's and video (AVI, MOV, MPEG, etc.)

File encryption is also available.

Experience includes: Telephone recorded statements, focus groups, interviews, speeches, board meetings, sermons, podcasts, insurance site inspection reports

Industries Served

Insurance, marketing groups, government agencies, magazines, CRA's, college students, ministers, authors, academic, finance

Rates

For all types for recording media: \$25.00 per hour of transcription time

Additional option for digital audio or CD's: per audio minute

Clear Recordings: Up to two speakers - \$1.50 per audio minute
More than two speakers - \$1.65 per audio minute

Difficult Recordings: Up to two speakers - \$1.90 per audio minute
More than two speakers - \$2.10 per audio minute

Rates include proofreading, spell check, and grammar check (if applicable to the type of transcript requested).

Transcription time depends on type and clarity of recording, number of speakers, etc.

Please call to discuss an estimate for your particular needs.

Other Information

Confidentiality is assured.

Minimum of \$25 for first-time clients.

Deposit of 25% of estimate may be required for new clients with a one-time project.

Documents are completed in Microsoft Word, but can also be saved as a text file or PDF.

An Independent Contractor Agreement is provided by The Perfect Word regarding details of the business relationship.

Finished documents can be e-mailed, picked up by client, or delivered by USPS or UPS. Local delivery by The Perfect Word can also be arranged. Local pickup/return of source media from the client can be arranged or the client may drop off/pick up at The Perfect Word. A drop box is available if the office is closed. USPS and UPS are additional options.

Invoices are e-mailed or mailed. Payment options: cash, check, Visa, MasterCard, or PayPal.

Phone: 804-672-7653 ~ information@perfect-word.net ~ www.perfect-word.net