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## TRANSCRIPTION *for* MARINE SURVEYORS

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**EXCEPTIONAL  
SERVICE**

- accurate and quality typing
- superior customer service
- fast turn-around times you need
- you are always assured of the same great caliber results, as I *always* complete the work personally
- experienced with surveys to purchase, insure, finance, and assess damage for vessels of all kinds
- fair and competitive pricing

**PROVEN RETURN ON YOUR INVESTMENT**

Whether your goal is *more time to inspect* vessels, *more free time* for personal and/or other business endeavors, *more time for vacation and family*, or *more income...*or all of these, I will *PROVE* your return on investment in CM Office Support!

During your complimentary consultation, I will provide you with concrete time and dollar figures, and you *will* be convinced that CM Office Support will virtually assist you to not only realize your goals, but also exceed them.

**TURN-AROUND  
TIME OPTIONS**

*you choose your turn-around time*

standard 3-4 business days

2 business days

24-hour

same day



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*your first survey is billed at only .50 per audio minute*

There are many factors that determine transcription pricing, so this first survey allows me to better accurately compute your firm, future survey pricing, and provide you with the most cost-effective and time-saving return on your investment.

**GREAT  
INCENTIVES**

*every 15th survey is billed at half price*

As a great incentive for volume clients, I charge only half price for every 15th survey transcription. The *only* fine print is that the half price is based on your standard rate pricing. Any other options selected (like same-day delivery) are then added at your normal rate.

**SIMPLIFIED  
PRICING**

- you are billed per audio minute
- your pricing is firm for each turn-around time option
- no guesswork in advance as to what your price will be
- no minimum transcription requirements
- pricing remains effective for a pre-set duration



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**QUICK  
AND  
EASY  
PROCESS**

- you place a service order by phone or email, and your service order is confirmed
- you dictate the survey and send the digital audio file
- your digital file and turn-around time are confirmed
- an invoice with PayPal option button is generated and sent to you along with the confirmation
- you send payment before delivery of your survey
- your transcribed survey is returned to you in your email or uploaded to a secure server such as Filezilla

**ADDITIONAL  
BENEFITS**

transcription is customized to your needs

*and your pricing will reflect that*

- use your current survey template or I will customize one for you
- you determine how much preparation, editing, or proofing is done
- assistance with delivery of final approved surveys

**SECURE  
AND  
CONFIDENTIAL**

- guarded by Trend Anti-Virus and Anti-Spyware software
- all work done for you *and* your business is held in the *strictest* of confidence
- all transcription is backed up on an external hard drive *and* discs