



Telephone:

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TRANSCRIPTION *for* MARINE SURVEYORS

**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