



*"Growing our business, one satisfied client at a time."*

# Maine-ly Transcription

www.maine-lytranscription.com

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154 Canton Road  
Livermore, ME 04253

Phone: (207) 576-9598

## Maine-ly Transcription's General Transcription Course Contract

This Agreement is made between Jodi Bolduc (Instructor), owner of Maine-ly Transcription, with a principal place of business at 154 Canton Road, Livermore, ME 04253, and \_\_\_\_\_ (Student), with a principal residence of

\_\_\_\_\_.

This Agreement will become effective on \_\_\_\_\_.

### Services to Be Performed

Instructor agrees to provide training in general transcription to Student, including hardware/software and training materials. Please see "Details" below.

### Details

During this eight-week\* course, Student will learn the basics of general transcription, which can include, but is not limited to, transcription of: one-on-one interviews, focus groups, corporate meetings, radio talk shows, and much more. You will learn several different styles, including video transcription and learning to transcribe footage with accented speakers.

*\*While this is intended to be an eight-week course, you may choose to go at your own pace. If needed, you may choose to take longer than eight weeks to complete your class.*

*NOTE: Subjection to revision. From time to time, this course and the associated hardware, software and materials may be revised and updated at the instructor's discretion.*



## **Details (cont'd)**

### **Covered in this general transcription course:**

- Tips and tricks in Microsoft Word: Formatting documents, creating templates, use of AutoCorrect, use shortcut/hot keys, find and replace, use of spell check, expanding your Microsoft Word dictionary, etc.
- Acronyms and abbreviations.
- You will learn to transcribe from video files and audio files, including how to time code.
- Using the internet to quickly and efficiently research terms, spelling, names, etc.
- Learn hand, eye, and auditory coordination.
- You will learn the differences between clean-read transcripts, full verbatim, and a combination of the two called clean verbatim.
- You will transcribe and edit eight to ten hours of audio/video in several different formats.
- Transcripts will be sent back to you corrected, with the "track changes" feature turned on in Word, so you'll be able to see what has been corrected/changed and why. In addition, within the body of the email you will find additional notes.
- Correct use of grammar and punctuation.
- Use of YouSendIt or other online file transfer methods to send/receive files.
- Appropriate client/employer confidentiality.
- The importance of time management, meeting deadlines, and open communication.
- Ergonomics and products to help prevent repetitive motion injury. \*This section is based on Jodi's personal experiences and her own research. It is not intended to be a substitute for the advice of a healthcare professional.\*
- Résumé and cover letter writing, professional services and software packages, as well as using social media and a website and/or blog to promote your services will be discussed in the last week of your course.
- Letter of Completion and Letter of Recommendation.
- Depending upon whether there is available and appropriate work at the time, upon completion of your course, you may choose to intern with Maine-ly Transcription in order begin building your résumé.
- Periodic emailed leads for transcription work.
- Learning invaluable, time-saving tips and tricks from an experienced professional currently working in this field, and receive as email, phone and IM support during and after your course.
- Student account on Grammarbook.com.
- Coming soon: Integration of online conferencing/presentation as course supplementation.



### **Payment in Full**

In consideration for the materials and services provided by Instructor, Student agrees to pay Instructor \$1,100 cash/check or \$1,130 credit card via PayPal for basic hardware/software/materials, or \$1,420 cash/check or \$1,465 credit card via PayPal for basic hardware/software/materials plus optional additional hardware/software, according to the terms of payment/service set forth below. Student understands that this fee is non-refundable.

### **Payment Plan**

In consideration for the materials and services provided by Instructor, Student agrees to pay Instructor installments as outlined below. Student understands that these fees are non-refundable.

#### Cost of Course with Basic Hardware/Software/Materials

- 1st payment: \$500 cash/check or \$515 credit card via PayPal
- 2nd - 8th payments: \$86/each with cash or check or \$89/each with credit card via PayPal.

#### Cost of Course with Basic Hardware/Software/Materials & Optional Hardware/Software

- 1st payment: \$820 cash/check or \$845 with credit card via PayPal.
- 2nd - 8th payments: \$86/each with cash or check or \$89/each with credit card via PayPal.

### **Terms of Payment/Service**

#### **Basic Hardware, Software and Materials (included in basic pricing):**

- Start/Stop Power Play (downloadable software with license key)
- Infinity USB foot pedal (hardware – will be shipped)
- Digital delivery of each unit syllabus
- Digital delivery of MT's helpful materials
- *The Blue Book of Grammar and Punctuation* (paperback – will be shipped)
- Grammarbook.com account for grammar and punctuation practice and testing (online)



**Recommended Hardware and Software (additional cost):**

- Microsoft Office: Word, Excel, OneNote & PowerPoint (hardware – will be shipped)
  - Microsoft Word is a requirement for this course.
- SONY Wireless Headphones, full-size, over-the-ear (hardware – will be shipped)
- Microsoft ergonomic keyboard (hardware – will be shipped)
- Mavis Beacon Teaches Typing (software – will be shipped)

\*additional hardware/software cost is subject to product pricing and availability.

Payment or down payment, in full, is due to Instructor before Student may begin general transcription course. Instructor agrees to provide Student with the hardware/software/materials set out in “Details” and will commence course no later than two weeks from the date payment clears.

Student understands and agrees that he/she will be responsible for completing the general transcription course, and that no refunds will be offered should Student decide not to complete the course for any reason.

Student understands that neither Instructor nor Maine-ly Transcription can be held liable for any real or perceived lack of success in the transcription field. Student understands that Instructor will provide the tools and training deemed necessary to be begin a career in general transcription, but that success ultimately depends on Student’s own effort, skill level achieved during the general transcription course, and on Student’s own effort during his/her job search.

**Confidentiality**

Student will not disclose or use, either during or after the general transcription course, any proprietary or confidential information of Instructor’s without Instructor’s prior written permission.

Proprietary or confidential information includes: The written, printed, graphic, or electronically recorded materials furnished by Instructor for Student to use, including but not limited to unit guides and helpful materials; information belonging to customers and suppliers of Instructor about whom Student gained knowledge as a result of Student’s services to Instructor.

Student shall not be restricted in using any material that is publicly available, already in Student's possession, or known to Student without restriction, or that is rightfully obtained by Student from sources other than Instructor.

Student agrees that he/she has had the opportunity to ask and/all questions of Instructor before making the decision to sign this contract. By signing below, Student acknowledges that he/she agrees to everything set forth in this contract.

Should Instructor and/or Student choose to hand sign this document and transmit it digitally, it will serve the same purpose as would a hand-signed hard copy. By signing below, both Instructor and Student acknowledge that they have read and fully agree to the terms set forth above.



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**Student**

**Date:**

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**Instructor**

**Date:**