

APPLICATION FORM



Company Details

Number of staff to forward digital files for transcription:

Company Name/Individual/s Name/s:

Main Contact Address and Contact Details:

E-mail/Website/Phone:

Type of Business:

Preferences

What will be dictated?

All documentation including precedents¹

?Word for Word* Transcripts

Correspondence/File Notes/Memoranda

Bills/Accounts/Narrations

Research Papers, Theses, Dissertations

Other

Which Word Processing software and version do you use?

Other _____

Word 97

Word 2000

Word 2002/2003

WordPerfect for Windows _____

Which digital system and/or digital recorder (name and model) do you currently use?

Do you require customised formats?²

Yes, Files attached

Yes, Digitype to create

No

What is your preferred file transfer method?

E-mail

FTP and E-mail

FTP upload and download

Preferred turn around time?

Priority (less than 6 hours)

UK/USA (less than 12 hours)

Economy (24 hours)

Would Digitype be your sole provider of digital transcription services?

Yes

No

Reasons for using Digitype's service

Cover _____

Cover all leave and unforeseen staff shortages

Eliminate capacity problems

Estimated requirement for Digitype's Weekend and Public Holiday Service

Never

Frequently

Occasionally

Regularly *Weekly / Monthly

*Delete one

Estimated weekly workload out sourced to Digitype³

Less than 12 hours

24 hours +

72 hours +

Address for invoices

Preferred Payment Method⁴

Cheque

Direct Debit/TT

I have read, understood and agree to Digitype's terms including terms of payment. I understand that Digitype reserves the right to charge penalty interest of 15% per annum together with any additional costs incurred in relation to recovering outstanding amounts.

Name:

Date: / /

¹ Where a precedent is required please supply in electronic format with digital file. Please note that copies of templates and precedents will be stored by Digitype unless instructed otherwise.

² Please supply customised formats including styles and templates or advise if you would prefer Digitype provides a basic customised format. Where a customised format is not specified or requested all word processing will be supplied using built in heading styles and numbering.

³ Large volumes are eligible for volume discounts.

⁴ Payment terms are 7 days from date of invoice. Payment terms and methods will be outlined on each invoice for easy reference. Digitype's terms are explained in accompanying documentation and on the website, and are available on request. Monthly statements will be provided.