



**BUSINESS
TRANSCRIPTIONS**

AUDIO TRANSCRIPTION AND TYPING PROFESSIONALS

(www.businessstye.com -or- www.businessstye.co.nz)

Business Transcriptions is a customer oriented business located in New Zealand, serving the global transcription and typing market. We understand the outsourcing/offshoring market and provide premier transcription services by a team of specialist typists.

Services

Business Transcriptions is designed to help clients with their digital transcription and typing needs. We offer a variety of services. Below is a broad sample of what we provide.

Digital Transcription Service

- We accept all formats. We charge per audio minute so clients know what the total cost of the job will be upfront.

Typing

- Send to us via email, fax or post, or upload to your client, your drafts. We accept documents in most formats.

Recording and Teleconference Transcripts

- We record conference calls, any form of webcast, telephone conference calls. We can then transcribe such and produce to clients a typed document. We have many years experience doing this and understand how important accuracy is. We have a proven track record in this area. Our documents are produced to the highest quality.
- We welcome enquiries from people who wish to use our service on a regular basis or maybe for one-off jobs.

We Provide and Offer:

- **A 24 hour, 7 days a week service for receiving dictation**
- **A global overnight service**
- **Prompt turnaround times**
- **We work to deadlines set by the client**
- **A high standard of typing work produced by experienced typists**
- **Internal quality control measures to ensure the best work is returned to the client with particular attention and emphasis on grammar/ punctuation**
- **Confidentiality**
- **Access to a secure website and uploading facility**
- **Reliability and consistency**
- **Competitive rates**

Our typists are experienced in all fields of audio transcription/copy typing, be it legal, business, or otherwise

***CONTACT US FOR A FREE NO OBLIGATION QUOTE
OR FOR FURTHER INFORMATION***

(contact email addresses)