

Terms and Pricing

Pricing

Prices start at **A\$35.00** per hour.

Digital audio transcription starts at **A\$2.00** per audio minute for a clear recording with no more than 2 speakers.

- A minimum of 1 hours work will be charged and additional time charged in 15 minute increments.
- Any costs incurred will be invoiced as disbursements.
- Urgent work may incur a surcharge.
- All prices include GST.

Payment Terms

- Payment is required within 7 days of invoice.
- Payment via bank deposit is preferred for Australian clients. Account details will be included on your invoice.
- Payment via PayPal is preferred for International clients.
- Other payment methods may be available on request.

Quality Guarantee

- I aim to provide accurate work done to your specifications. At any time should you be dissatisfied, please let me know and I will correct errors free of charge as a priority.
- Any revisions you wish to have made will be charged at the normal rate.

Confidentiality

- All information is treated with the strictest confidentiality and will not be disclosed to any third party.
- A Confidentiality Agreement will be signed on request.