Transcription Services Agreement

This agreement is made between the Transcriptionist and the Client named below and takes effect on the date of the last signature.

Transcriptionist

FULL NAME

EMAIL

PHONE

ADDRESS

Client

FULL NAME

EMAIL

PHONE

ADDRESS

Scope of work

The Transcriptionist will transcribe the audio or video files the Client shares into text or captions in the format chosen.

OUTPUT

RATE PER AUDIO MINUTE (₹)

TURNAROUND

ACCURACY TARGET (%)

LANGUAGES

Fees and payment

TOTAL AMOUNT (₹)

PAYMENT SCHEDULE

Payment method

◯ UPI ◯ Bank transfer ◯ Card ◯ Cheque ◯ Cash

Invoices are payable within 15 days unless the schedule says otherwise. Late payments may attract interest at 1.5% per month.

Specific terms

- Personal data. Recordings may contain personal data; the Transcriptionist uses them only for this work and deletes them within 30 days of delivery.
- Poor audio. Sections that cannot be heard clearly are marked [inaudible] and are not counted as errors.
- No AI upload. The Transcriptionist does not upload files to public AI tools without the Client's consent.

Standard terms

- Independent contractor. The Transcriptionist is an independent contractor, not an employee, and is responsible for its own staff, taxes and statutory dues.
- Ownership. Once the Client has paid in full, the Client owns the final deliverables. The Transcriptionist keeps its pre-existing tools, templates and know-how, and may show the work in a portfolio unless the Client objects in writing.
- Confidentiality. Each party keeps the other's non-public information confidential during this agreement and for two years after it ends.
- Liability. Except for fraud, wilful misconduct or breach of confidentiality, each party's total liability is limited to the fees paid in the three months before the claim.
- Termination. Either party may end this agreement by written notice of the period chosen below, or at once if the other party commits a serious breach and does not fix it within 7 days. The Client pays for work done up to the end date.
- Taxes. Fees exclude GST, which is added to invoices where applicable.

Notice period to terminate

◯ 7 days ◯ 15 days ◯ 30 days

Initials

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Transcriptionist

SIGNATURE

PRINTED NAME

DATE

Client

SIGNATURE

PRINTED NAME

DATE