

# BUSINESS TRANSCRIPTION

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## BROCHURE

Intercom offers all types of business transcription services delivering consistent, accurate business transcripts on time, in any format you need, and at an extremely competitive price.

Business transcriptions can easily overload your staff and make their workload seem endless. Don't let your office fall behind on more important duties.

Business Transcription covers quarterly earning calls, AGMs, corporate announcements or training sessions.

Driven by quality and excellence - as providers of world-class Technical, Business and Financial transcription services, we consider it our mission to ensure that every word is correctly heard and accurately transcribed. Business meetings, training seminars, annual meetings, interviews, press conferences... we are a one-stop shop for generating high-speed transcriptions for all your important events.

Accuracy - all transcripts proofread and double-checked for accuracy. To provide the highest level of quality transcription, we constantly train our transcriptionists to recognize the latest business, financial and high-tech terminology, so that they understand what they transcribe. Our skilled proofreaders and professional managers check each transcript closely to provide a zero-error product for every client.

By using our business transcription services, you'll not only save money, you'll create a more productive atmosphere for your employees.

- No cost of special equipment.
- No hourly employee downtime. Pay only for production.
- No SSI, payroll, or unemployment taxes.
- No medical insurance benefits, paid vacations, and sick leave.



## Intercom Online

55 Broad Street,  
NY, NY 10004  
Ph: 212-480-4076

We offer the following service features-

Business Transcription Services for Focus Groups - When you tape your meetings, seminars or conventions, we can transcribe your standard or micro cassette tapes. MS Word or WordPerfect software is used and your transcripts can be put on disk, sent via e-mail or a hard copy can be generated. For an extra fee, we will even dub your DAT tape to standard cassettes.

Business Transcriptions for Speakers/Moderators - Send us your taped talks, lectures and/or interviews for transcribing. We will turn them into typed copy utilizing MS Word or WordPerfect. You can send your typed text via e-mail, disk or hard copy.

Business Transcriptions for Teleconferences - With the high cost of teleconferencing, why not use tapes? Our business transcription services will provide a verbatim record of the teleconferences to refer to in meetings, keep as permanent records, or distribute to those who were not in attendance.

Business Transcription Services for Books/Manuscripts - While you're spending more time coming up with ideas for your book or manuscript, call us to transcribe your thoughts and put them on paper, disk or e-mail. Free up your time to make your book a success. Handwritten copies are also welcomed.

Business Transcription Services for Police and Fire Departments - Let us type your taped interviews, traffic accident reports, fire reports, bugged conversations, interviews of witnesses and/or suspects, and wire taps. Any administrative job is not big or too small.

Business Transcription Services for Schools - We can handle your overflow of reports, projects and accreditation reports.

Transcripts from any source:

Standard/micro cassettes, audio files, (wav, vox, dss, mp3) Internet, VHS or DAT.  
All audio is enhanced through analog and digital equipment.

Call 212-480-4076 X 577 and we'll have you dictating in minutes.  
Please email us at [info@intercomindia.com](mailto:info@intercomindia.com) for more information.