



# Cooksey Transcription

*From voice to text with ease and accuracy*



Upload a  
Voice File . . .

. . . download a  
Word file



## HOW IT WORKS

- An audio file is created by the “Author” in a variety of ways like using a PC microphone or an MP3 Recorder
- The Author either sends us a link to the audio file or uploads it to our secure on-line repository.
- CookseyCo promptly transcribes the file in Microsoft Word.
- The transcript is then emailed to the Author or posted to the repository for secure download.

## CORRECTIONS or REVISIONS

The Author makes any changes or corrections to the transcript. Our transcriptionists may use the following parentheticals within the transcript if they don't feel they can accurately transcribe any portion:

- (IA) = inaudible or unintelligible
- >> = unidentified speaker
- (SS) = simultaneous speaking
- (PH) = spelled phonetically

## SECURITY & CONFIDENTIALITY

Our emailing option offers HIPPA-compliant encryption, and our upload option offers a secure, fire wall protected web server, packet sniffing security and file access security as well as the option to ‘zip’ and encrypt files before uploading.

Our highly-skilled transcriptionists and Certified Court Reporters execute a “Confidentiality Agreement” and understand and respect the privacy of our clientele.

You can be assured your documents are secure and will remain completely confidential

*Simple solutions to your transcription needs*

## CORPORATE MEMBERSHIP

Our Corporate Members enjoy the convenience of monthly invoicing and quantity discounts.



*Voice to Text . . .*

*. . . simple, expeditious and accurate*