



## Specialties

<u>Service</u>	<u>Rate</u>
Transcription	\$35/hour
*Meeting Minutes	\$40/hour
CD Copies of Recordings	\$5/CD
Paper Copies	.50/page
Converting Digital Files	\$20/hour
*Travel Time	\$20/hour

\*The service for Meeting Minutes includes a representative attending and recording the meeting(s). A transcription of the meeting(s) will then be completed and submitted via email. A hard copy of the transcript and/or CD copy of the audio is available upon request.

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