If the audio is just one speaker than the document will look like this and it will be in paragraphs of about 3 – 6 sentences per paragraph. The font is what you see here (Calibri/11 point) unless otherwise specified by the Client. I apologize that no actual transcription was provided, but that just can't be supplied as we must protect Client confidentiality.

If the audio file is multiple speakers then the lay out will be the introductory paragraphs from the Main speaker will look like this. When conversation begins and there are multiple speakers then it will be split into two columns as you will see below. The speakers name will be in the left column and the content will be in the right column.

If there is an inaudible spot in the audio file then it will look like this [inaudible 00.01:36.4] / [inaudible 1:36.4] this will help you to identify the inaudible location so you can review and make changes or send back for the changes to be made if you like. You have 1 week to send back for changes if you were able to clearly identify the inaudible speech or at least want to replace with an idea what you think it should be.

Time stamps are not provided throughout except when it is inaudible. Line spacing will be 1.5 unless otherwise requested by the client.

Speaker 1	Content from speaker one will be in paragraph format here. Also 'Speaker 1' will be used in place of name if no name is given.
Speaker 2	Content from speaker two will be in paragraph format here.
Text 1	This will be put in place of a person texting in without a name.
Speaker 3	I hope this gives you a better understanding of how your file will be transcribed. If there is anything you'd like formatted differently just ask, however, depending on the complexity of your formatting extra charges may apply. No time stamps except where audio is inaudible.

Closing statements will go here and look the same as the opening/introduction in paragraph form. Once the audio is complete it will be noted at the end of the last page as End of Audio.

End of Audio