

About KCSS

I have 15 years experience in administrative, editing and computer programming arenas. I completed a scopist training program through Scoping Careers International, prior to founding KC Scope & Scribe

My background as a chef, catering sales manager, and computer programmer has honed my skills in organizing, planning, and implementing/executing projects in a wide variety of situations, working with a diverse clientele. I bring the expertise of my varied career path to our working relationship.

Business Philosophy



* Any business dealing with personal information must be treated with the utmost privacy, confidentiality and respect.

* Timely turnaround of court documents is vital to the judicial process. I will not make any time commitments I cannot achieve.

* I will be upfront with pricing for individual projects, especially if there are technical aspects or issues which will increase standard fees. In return from my clients, I expect good communication and readable transcripts or notes from which to work.

Let KC Scope & Scribe assist you in your day to day needs, as well as any overflow work which may start to overwhelm your time.

I look forward to a mutually rewarding partnership with you.



KC Scope & Scribe
www.kc-scoping.com

I am located in the lovely town of Fishers, IN. With the wonders of modern technology, I am able to work with reporters all over the US or wherever assistance is needed.



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KC Scope & Scribe

*Where editing is a
rewording experience!*

**Scoping, transcribing, and
proofreading services.**



Punctual * Accurate * Confidential

Why Choose KC Scope & Scribe??

How will hiring KCSS make you more money and give you more free time?

- You now have time to accept additional jobs, without working nights and weekends.
- Faster turnaround of transcripts for your clients.
- A second pair of eyes will find simple mistakes which are overlooked by a single person reviewing repetitively.
- You will have more time to spend with family and friends, or just time to relax and do something special for yourself for a change.

As a court reporter, you spend all day in court or taking a deposition, dealing with all the stress that entails. You know that is only part of the job. The steno or audio still needs to be transcribed, edited, proofread and certified before a transcript is complete.

Let me make your life a bit easier and your work more profitable by assisting you in providing precise transcripts in a timely manner for your clients. I can help with catching up on overflow, or we can work together on a regular basis to keep current with your workload. Do you have a client wants the transcript back tomorrow, but you have several others in the queue? I can certainly help.

Fees and Services

These are general guidelines to fees charged for services provided. All are subject to change and may be modified based on technical content, steno quality, documents created from audio because of dropped steno, etc.

Payment is requested upon receipt of invoice, unless other arrangements have been made. Normal turnaround is 5-7 days.



Scoping/Proofing Rates

SERVICE	PAGE RATE
Scoping against clean notes, no audio	\$1.00
Spot checking with audio, clean notes	\$1.10
Scoping against full audio	\$1.30
Spot checking, low translation rate or poor steno	\$1.50-\$2.00
Proofreading with Errata**	.50
Proofreading, hand written on document	.40

** No changes made to document, page and line number references with comments only on errata sheet. Any changes requested to the original document, scoping charges apply.

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Expedite Rates

Next Day	page rate + 100%
2 Day Turnaround	page rate + 75%
3 Day Turnaround	page rate + 50%

Transcription Rates

Four channel digital electronic recording, please call to discuss job specific details and rates.

General transcription rates are per minute of audio and are based on the quality of the audio, number of speakers and technical jargon used.



Standard—1 or 2 people, standard depo or interview, good quality audio, smooth verbatim
\$1.50 per minute

Difficult - 3 or more people, technical terms, poor audio quality, verbatim
\$2.50 per minute

Payment is requested upon receipt of invoice, unless other arrangements have been made. Invoices 30 days past due are subject to a late fee of 1.5% of total invoice amount.

My CATs are Eclipse and digitalCAT. I also accept .rtf files. I subscribe to T3 and use SendThisFile for exchange of data.

For audio files, I have Express Scribe and FTR - The Record Player.



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