

MIDLANDS TRANSCRIPTION SERVICES

At Midlands Transcription Services we offer a high quality audio typing and virtual secretarial service which are delivered both professionally and efficiently. We work for clients large and small throughout the Midlands region. We are based in Staffordshire and already provide urgent transcription services in Birmingham.

MTS provide a service to suit all needs whether you need just a single piece of work typing or a you require a more comprehensive typing service.

All of our work is carried out by an experienced, qualified typist with Word & Text Processing qualifications together with Audio Transcription qualification at RSA Distinction levels.

After working as a PA at a Chartered Surveyors for over 10 years, and having had other secretarial jobs over the years, with over 20 year's experience I decided to use my expertise and experience and offer my services as an online transcription/PA service.

THE BENEFITS

A cost-effective resource - you only use us when you need to and we offer a highly reliable & confidential service.

Maybe your secretary is off sick, on holiday, maternity leave, or you just need an extra pair of hands. You only pay for our services when you need them. You don't pay Tax or NI, holiday or sickness pay and we also supply our own work equipment.



Our fingertips at your service



Lesley Nash – Brains behind the business

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WWW.MIDLANDSTRANSRIPTIONSERVICES.CO.UK



Just a small list of what we can transcribe

- Assignments
- Commercial & Residential Valuations
- Structural Survey Reports
- RICS Homebuyer Reports
- Arbitration Submissions
- Contracts
- Correspondence
- CVs
- Dissertations
- Essays
- Company Handbooks
- Invoices
- Leases
- Agency Details
- Manuals
- Manuscripts
- Menus
- Price lists
- Reports
- Tenders

Secure Transfer

Uploading and downloading of files. We use an FTP server that runs enhanced security known as FTPS

Digital Formats

We support all file formats including DS2, DSS, WAV, WMA & MP3. Did you know you don't even need a Dictaphone; you can talk straight into your phone and email the file to us from the software on your phone. You can be anywhere in the world!

Other Services

As well as transcription services, we also offer other secretarial services, including:

- Proof Reading
- Filing (Just bring your paperwork to us)
- Online Marketing
- Mailshots
- Document Formatting And Editing
- PowerPoint Presentations
- Newsletters
- Internet Research

Prices

3-5 Day Turn Around: £1.00 per audio minute

24 Hour Turn Around: £1.20 per audio minute

Urgent Same Day: £1.30 per audio minute

Copy typing prices start from £10.00.

Prices are subject to recordings being clear with minimal background noise and hand writing being easy to read.

Discounts & Packages

We offer student discounts and special priced packages for regular customers.

Please contact us for more information.