Recorded Tape Transmittal Sheet

Enclosed are recorded tapes we would like to have transcribed by SpeakWrite:

SpeakWrite Account Number: _____

SpeakWrite PIN: _____

1) The total number of recorded tapes enclosed is _____.

2) The tapes are recorded on: (check one)
one side _____, both sides _____

3) The following are any special instructions and/or any identification information I want included on the transcription of each tape:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Name and telephone number of contact in our firm to talk with about any questions:
_____
_____
_____
_____
_____