

**TERMS OF PAYMENT AGREEMENT - THE TRANSCRIPTION AGENCY (a VIQ Solutions company)**

The following Terms of Payment are agreed between:

**THE TRANSCRIPTION AGENCY LLP ("TTA")**, a VIQ Solutions company, located at **24-28 High Street, Hythe, Kent, CT21 5AT, UK**

AND: \_\_\_\_\_ (the "Transcriber") located at \_\_\_\_\_  
**[YOUR NAME]** **[YOUR FULL ADDRESS, INCL POST CODE]**

The Transcriber shall, for transcription services provided to TTA, receive remuneration to the following Terms of Payment:

**1. Rates of Pay - Non-Ministry of Justice transcription**

- **75p per full minute** of recording which are primarily 1-3 voices (depth interviews and paired depth interviews);
- **£1 per full minute** of recording which are primarily 4 or more voices (group discussions);
- **50p per full minute** of recording for editing AI transcripts which are primarily 1-3 voices (depth interviews and paired depth interviews);
- **65p per full minute** of recording for editing AI transcripts which are primarily 4 or more voices (group discussions).

**Rates of Pay - Ministry of Justice transcription**

- **35p per folio** (72 words) for recordings which are primarily 1-2 voices;
- **35p per folio** (72 words) for recordings with 3 or more speakers but where individual speakers speak at length resulting in minimal exchange of dialogue;
- **43p per folio** (72 words) for recordings which are primarily 3 or more voices exchanging dialogue throughout the recording.
- **23p per folio** (72 words) for editing AI transcripts which are primarily 1-2 voices, or with 3 or more speakers but where individual speakers speak at length resulting in minimal exchange of dialogue;
- **29p per folio** (72 words) for editing AI transcripts which are primarily 3 or more voices exchanging dialogue throughout the recording.

**2. Bonuses**

In addition to the above rates of pay, there is a discretionary bonus system which aligns to the Transcriber's average monthly Quality Control (QC) hearing scores. The higher the Transcriber's QC scores the less TTA editing time is involved. The following discretionary bonuses are available providing a) the average procedural score is at least 98; b) there are no more than 5 time codes on average and c) work is completed to deadline:

Average monthly QC score (transcription) for hearing is:

99.5-99.6% - 20% bonus	99.7-99.8% - 30% bonus	99.9-100% - 40% bonus
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Bonuses are to be added to pay advices by TTA only.

Should the Transcriber's performance fall below the minimum required hearing quality standard of 99% on poor quality requests and 99.5% on all other requests, the Transcriber understands that they will be offered the opportunity to rework the transcript where time permits. Should the Client deadline not allow for this, or if the Transcriber is not available to rework the transcript, or if TTA feels that a rework by the same transcriber would not be beneficial, any time spent reworking part of or a whole transcript by TTA or another Transcriber will be deducted from the Transcriber's invoice at a rate of £12 per hour of time taken.

The Transcriber will alert TTA to any apparent differences in any allocated recording duration and recording type (interview, paired interview, focus group etc) and the information noted on the Allocation Email, prior to undertaking the transcription.

The Transcriber will alert TTA to any differences in any allocated recording type and periods of non transcription on the Return of Work upload that the Transcriber sends TTA. Any differences to recordings that the Transcriber has not advised TTA of may not receive full remuneration.

The Transcriber will be responsible for their own payment of Income Tax and National Insurance contributions.

**3. Payment**

- (a) The Transcriber will invoice TTA only on the invoice template provided by TTA.
- (b) The Transcriber will submit a monthly invoice to TTA by the 1<sup>st</sup> of the following month and receive remuneration by the 20<sup>th</sup> of that month. For example:

Work Carried Out In:	Transcriber to submit invoice to TTA by:	TTA to provide payment by:
January	1st February	20 <sup>th</sup> February

- (c) If the Transcriber does not meet the schedule for submitting invoices, the invoice may not be paid until the next payment schedule, i.e. the following month.
- (d) The method of payment by TTA to the Transcriber shall be by:
  - (i) BACS payment to the advised UK based bank account.
  - (ii) (For authorised Transcribers only) PayPal payment to the advised PayPal Address. The Transcriber will be responsible for any applicable PayPal fees and these will be deducted from the Transcriber's invoice by TTA as necessary.
- (e) The Transcriber must adhere to confidentiality and data protection agreements to be eligible for payment.

I hereby acknowledge, by my signature below, that I understand and will comply with all terms and requirements outlined in this Terms of Payment document.

\_\_\_\_\_  
[Signature of Transcriber]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Email address]