



Laudable

Transcription Services Agreement

www.Laudable.us // hello@Laudable.us

Laudable agrees to transcribe audio files submitted by the CLIENT according to the work order submitted via the *Laudable* website or via the *Laudable* email address. Transcription and/or Podcast Services will be completed in accordance with CLIENT's documentation guidelines and instructions listed on the work order. Deadline for work completion shall be completed in the agreed upon time frame according to the CLIENT's submitted work order.

It is the responsibility of the CLIENT to deliver audio files via email, online storage cloud, or other agreed upon means in a timely manner. It is also the responsibility of the CLIENT to supply any supplemental materials such as a glossary, formatting specifications, or other agreed upon supplemental materials. *Laudable* promises that the final product will be completed to the CLIENT's satisfaction; barring any significant issues with the audio file.

Payment shall be made via check to the address provided, via wire transfer, PayPal, or other agreed upon means. Payment must be delivered within 14 days of receipt of invoice.

Laudable will provide a monthly invoice for files completed. If *Laudable* encounters any significant issues with the audio (poor recording issues, significant research for terms needed, foreign language, high amount of unclear dictation, et cetera) she will communicate with client immediately to obtain direction on how to proceed. Audio files deemed "poor" will be charged at a higher rate, as these files take significantly more time and effort to complete.

Either party may terminate the work order agreement on not less than 14 days notice. Any work completed at the point at which termination is effective must be paid for in full.

Laudable agrees that the CLIENT will own all rights, including all copyrights, in and to the work, and that the work will be considered a "work made for hire" for the CLIENT. If the work is not a "work made for hire" under applicable law, *Laudable* hereby transfers, conveys, and assigns to CLIENT all right, title, and interest in and to the work owned by *Laudable*, including all copyrights. *Laudable* agrees to execute such other assignments and instruments, to be prepared and provided to *Laudable* by CLIENT at CLIENT's sole cost, as the CLIENT may from time to time deem reasonably necessary or desirable to evidence, establish, maintain and protect the aforementioned copyrights and all such other rights, title and interest in or to all such work.

Confidentiality: Each transcriber on the *Laudable* team has a signed confidentiality agreement on file. (available upon request.) We will not violate any confidence of the interviewers/interviewees or their families through indiscriminate discussion pertaining to any discussions within the audio/video file(s). All audio shared with *Laudable* will be considered strictly confidential. *Laudable* understands and agrees that all client and interviewer/interviewee information is strictly confidential, and *Laudable* will not make any disclosures.