



▶ ACCURATE



▶ AFFORDABLE



▶ AND ON TIME

Transcription Services

ADDRESSING THE TRANSCRIPTION NEEDS OF OUR CUSTOMERS WHILE “MAKING TECHNOLOGY WORK FOR YOU...”

Our goal is to get naturally spoken language from an auditory form into a written format while preserving what is stated to the highest possible degree.

Helping you achieve your transcription goals

Williams & Associates is a diversified technology and small business services company with specialties in transcription and closed captioning. Since 1999 we have served as a low-cost, high quality provider of business services, educational training and technical consulting.

As the economy shifted and clients' needs changed, we decided to provide another value-added service. Our analysis found that for many of our clients there was an ongoing need for high quality transcription and closed captioning services.

So in 2005 we established ProScribes, our team specifically trained to provide legal, verbatim transcriptions services. In 2010 we expanded services and cross-training as media captioners.

Our team is comprised of highly experienced, mature legal professionals skilled in transcribing administrative law hearings, business meetings, conferences, court reports, as well as offline captioning of podcasts, videos and many other types of media.

Collectively we have over 80 years of legal and transcription experience. As a result, we can transcribe a wide variety of audio formats—from analog cassette tapes to digital media all while producing accurate, affordable, high quality transcripts.



SECURITY WATCH

When it comes to data security, we know technology can be an asset or a liability. Without proper oversight it can easily transition from a useful tool to a problematic target. As an added layer of security we follow the U.S. Department of Defense's 5220.22-M data handling method to make sure all traces of data backups, encryptions and replications are digitally washed after transcription.

In addition to the customary conflict of interest, criminal and employment background checks, each team member executes confidentiality, non-disclosure and non-solicitation agreements that remain in effect for two years *after* each project completion.





Experience a quicker return on your investment.

When it comes to transcription our mission is simple: provide an accurate transcript—affordably and on time.

Pairing our managed transcription and captioning services with innovative technology and free client training, you will experience a positive return on your investment in a very short time.

Not only will you enjoy substantial savings, but peace of mind knowing that your data is secure and will be delivered on time.

Our company is heavily vested in using technology and continuous training to protect your data. To ensure our reliability and maintain 95% accuracy, we *absolutely never outsource* our work.

To ensure quality control, all our services are U.S. based and are performed by staff whose first language is English. This quality standard also allows us to maintain accuracy while minimizing language errors due to cultural differences.

Additional business benefits of our transcription and closed captioning services include:

- Continuous data access
- Flexibility and mobility
- Rapid deployment
- No setup costs

We understand the value of building trusting relations and the importance of a personal touch to sustain business growth. That is why each client has a dedicated project manager to ensure a great customer service experience.

We recognize that project assessment and dedicated management can also play critical roles in determining the success or failure of any project. And as your service provider we make sure everything proceeds on schedule, on target, and is delivered on time.

Even before typing the first word, we meet with you to assess your needs and to fully understand your project. Then we help design a solution for the way you work.

It is this initial planning that ensures we implement the right solution for you, and it ensures a smooth project startup and successful deployment.

WORK SMARTER: Experience vs. Discipline



We are disciplined to work smarter *not harder*—all to ensure our rates remain very reasonable for the high quality, comprehensive services we provide.

We also realize that a cut-rate product may save a few dollars at first, but will it really serve your needs if it is not accurate? ProScribe clients enjoy a 40% savings *and* receive high quality transcripts and captioning services.

As legal professionals we really understand the importance of accuracy when supporting legal arguments or captioning media. So by working smarter and integrating technology, we can ensure our competitive pricing.

Today's budgets and operating margins are razor-thin. Utilizing our automated workflow tools and products will allow you to expand your resources, reduce costs and increase your savings... all while receiving the accurate, high quality transcripts and captioning your business depends on.

In addition to our competitive pricing, we also offer both volume and new customer discounts.

Contact us for a free demo. We guarantee our work to be accurate and within your specifications.

“ We believe in the art of not taking your business for granted. ”

Linda A. Williams
Founder



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Why not try our services for free?
To schedule a demo e-mail:
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