



SAGIMU-SERVICES are offered to any individual, legal, government or private institutions around the world inclusive of Transcription writing[English, French], Subtitling Writing[German, Danish, Italian and English Accents], Microsoft Office/Google Apps tasks and Administrative & Secretarial services. For this PDF, we'll discuss about becoming a long-term Transcriber for SAGIMU-SERVICES clients. A confidentiality and transcriber agreement will be signed by you once accepted into the team.

WHAT IS TRANSCRIPTION IN ONLINE WRITING TERMS? It is the process of transcribing [typing] a document and submitting the texts either by using Microsoft Word, Google Doc or other platforms from any recorded audio/video file. So you listen to the recorded audio/video file and start transcribing the words spoken either by one speaker or multiple speakers in the audio/video file using specific guidelines from the client.

WHO IS A TRANSCRIBER IN ONLINE WRITING TERMS? This is an individual who works privately or with an organization to produce transcription files at the comfort of their home office.

Training New Individuals to become Transcribers

This service is available for all individuals who are willing and want to venture into Transcription Writing.

Once you complete the training premium of your choice, you get to work in partnership with SAGIMU-SERVICES.

Choose among the allocated Premiums:

- **BRONZE;** Inclusive of four sessions of your choice of dates. i.e 1hr per session
- **SILVER;** Inclusive of two sessions of your choice of dates. i.e 2hrs per session
- **GOLD;** 2days continuous training[2hrs each] with an extra 1hr for each.

Total Payment is ksh5,000 or \$50. i.e For BRONZE it's ksh1,250 or \$12.50 each session upfront, For SILVER it's ksh2,500 or \$25 each session upfront, For GOLD it's ksh5,000 or \$50 upfront.

All dreaming of working in the comfort of their houses/homes, this is your chance to a new long-term career.

NOTE: *Time period for training clearly depends on your timeline.*

Questions to already skilled Transcribers/Subtitlers

1. How long does it take you to complete a five minute and 10 minute recorded audio/video file?

The time you allocate will be used to gauge your working hours. Failure to adhere to your stated terms leads to termination of the transcribing contract.

2. When are you ready to take your 1hr test to acquire your spot as a private transcriber/subtitler for SAGIMU-SERVICES?

This is a mandatory step to be done before beginning of services. Send your answers to sagimuervices@gmail.com

Qualified transcribers/subtitlers are required to attach a copy of the SAGIMU-SERVICES CA PDF file signed to sagimuservices@gmail.com The individual should also attach their Name, Individual Picture and ID picture.

Quote: 'Remember no pain no gain. You only reap what you sow and you are the sum total of to your habits. Your life is a plain canvas and only you can draw what you want on it.'

<https://sagimu.wixsite.com/sagimu-services>

SAGIMU-SERVICES is an Equal Opportunity Employer