

# Transcription Service

**Do you have an audience that is living with sight loss? Are you working out how to keep them informed? This service may be for you.**

With over two million people in the UK living with significant sight loss, there is a growing need for businesses to provide fully transcribed and accessible materials to visually impaired customers. Since the introduction of the Equality Act in 2010, employers and providers of services are legally obliged to make their services accessible to all, including people with sight loss.

4Sight Vision Support can offer external businesses, organisations and our members the opportunity to have written documents transcribed into alternative accessible formats either Braille, audio CD or USB.

We can offer this service directly from the 4Sight Vision Support Bradbury Centre in Bognor Regis, which is equipped with a recording studio and Braille embosser.

**In the past we have been asked to transcribe items such as recipes, books and college course work for individuals.**

We have also been able to help organisations such as the NHS, Local Authority Councils, theatres with their cast lists and restaurants, offering their written information in other accessible formats.

“I just wanted to say thank you so much for transcribing Sharon’s work into Braille this year. It has made such a difference to her confidence level and she has been able to fully participate in all lessons (often being the first to answer because she reads so quickly).

Your work has been amazing, and I don’t think I can thank you enough.”



**To discuss your requirements and to enable us to offer you a quote, Please: Call us on 01243 828 555 or Email us at [enquiries@4sight.org.uk](mailto:enquiries@4sight.org.uk)**

Please note: We offer a 10% discount to charities and not-for-profit organisations. VAT charged where applicable. Travel expenses will be charged at 45p per mile.

## **Trancription Costs and more information**

Charges for this service are in direct relation to the size of the document needing to be transcribed and the number of copies required.

Our comprehensive range of services including audio format, modified large print and Braille, are available to purchase as a one-off piece of work or as part of an ongoing service.

### **Audio Transcriptions**

On a CD or USB memory stick using human narration or, computer Real Speak automated voice to suit your requirements. Price at **£30 per hour** (including studio time with scripting and editing.) Additional charge of **£5 each for USB memory sticks** and **50p each for CD.**

### **Braille Transcription**

Very competitive at **£30 per hour** (including studio time with scripting and editing.) Additional charge of **30p per sheet for Braille paper.**

### **Large Print**

Conversion of an electronic document or physical document at **£30 per hour.**

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**[www.4sight.org.uk](http://www.4sight.org.uk)**

Charity Number:1075447 Company Number:3740647

**4Sight**   
vision support