

## EXAMPLE OF A TRANSCRIPT

The document is typed in Arial 12. Line spacing is set to 1.15. The speaker is paragraphed as required. Indistinct words are marked with a time stamp (00:00). If there is a word the transcriptionist is unsure of it will be placed in [square brackets].

Light editing will be applied to remove sentence fillers and false starts. If you require exact verbatim please advise us prior to commencement of the project.

Sentence redirections are noted with a - single dash where the sentence changes direction.

Dictionary is set to English Australia.

RECORDING ENDS (00:00)