

UK Transcription

Human transcription, typing,
subtitling and translation.



Services for companies, universities, healthcare organisations, public bodies, professionals and individuals. One-off assignments, ongoing support and large projects.

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Part of TP Transcription Limited

Interview transcription

Audio and video interviews, prepared by human transcribers.

What we transcribe

We transcribe one-to-one interviews and recordings involving additional interviewers or respondents. Work includes research interviews, telephone and video interviews, consultations and recorded discussions. The service converts the spoken content into a document, using the editing level and presentation agreed for the assignment.

Speaker identification

The number of speakers affects the work involved. Our interview pricing distinguishes one, two and three speakers, groups of four to eight, and groups of nine to fourteen. Recordings with more than fourteen speakers can be assessed from a sample before a price is agreed. Named or numbered speaker labels can be included.

The document you receive

Intelligent verbatim is the normal transcription level unless another style is requested. Strict verbatim, edited text, timestamps and client templates are available. Tell us if you need participant identifiers, anonymisation, timestamps at unclear passages or a particular Word layout.

Handling difficult speech

Our transcribers work with regional and international accents, specialist terminology and recordings where speakers overlap. Unclear passages are marked for review. Names and technical vocabulary supplied with the brief help the transcriber interpret the recording in context.

Recording for transcription

Place the recording device so it captures the interviewee as clearly as the interviewer. Uneven microphone placement is a common problem: clear questions are of limited use when the answers are too faint to hear. For a difficult recording, send a sample for assessment.

Focus groups & group discussions

Specialist transcription for recordings with multiple participants.

Types of group recording

We transcribe academic and market-research focus groups, workshops, corporate feedback sessions and other multi-speaker discussions. These recordings require attention to changes of speaker, overlapping dialogue and background noise. Our focus-group work is completed by human transcribers experienced in qualitative research.

Speaker labels and timestamps

The transcript can use speaker labels and timestamps, with pauses, laughter and other non-verbal features included where the chosen transcription style requires them. We can provide a sample to show how speakers, overlap and unclear passages are represented. Participant names, numbers or agreed role labels can be used.

Group size and delivery

We have experience of focus groups with up to fourteen participants. Larger groups can be considered after a sample has been reviewed. The quotation takes account of recording length, speaker numbers and turnaround. Our focus-group service offers a lower-cost turnaround of up to fourteen days and an express option of forty-eight hours; confirm the appropriate service when booking.

Output and quality checks

Focus-group transcripts are supplied in Word format. The service includes quality control where required, password protection and encryption on request. Uncertainties are marked rather than concealed. The focus-group service also offers review of unclear or inaudible passages without an additional revision charge.

Larger projects

We regularly work with clients who need substantial batches of group recordings transcribed. Bespoke upload arrangements, specific document templates and file encryption can be discussed. There are no additional charges for strong accents or audio-quality issues.

Academic & research transcription

Research support through TP Transcription Limited and University Transcriptions.

Academic recordings

Our specialist academic service covers research interviews, focus groups, workshops, lectures, seminars, conferences and question-and-answer sessions. We work with individual researchers, doctoral students, university departments and research organisations. Assignments range from one recording to recurring or substantial research projects.

Transcripts for analysis

Intelligent verbatim is commonly used where researchers need a readable record for thematic analysis. Strict verbatim retains more of the spoken delivery. Jefferson transcription is available for conversation analysis requiring detailed notation of pauses, overlap and other speech features. The required level is agreed before work begins.

Project-specific presentation

We can work to a university template and agreed instructions for participant codes, speaker labels, timestamps and anonymisation. Supply the final template, the identifiers that need removing and any subject-specific terminology. Research projects involving repeated interviews can use consistent presentation across successive batches.

Research administration

Data Processing Agreements and information for supplier questionnaires, research ethics applications, data-management plans and security reviews are available. Discuss university approvals and transfer restrictions before sending sensitive recordings. Purchase-order and direct-invoicing arrangements are available where applicable.

Live transcription

Live transcription is offered through the University Transcriptions service. A skilled transcriber produces text while listening to or watching the event, then reviews the material afterwards. Our experience includes seminar text for students with disabilities and transcription of the BAFTAs for a PR company. Live work is a specialist service and needs advance discussion of availability and scope.

Medical & healthcare transcription

Dictation, patient documentation and healthcare research.

Clinical dictation

We transcribe dictated patient notes and letters following consultations and examinations. Medical transcription may be carried out with or without supporting notes or access to records, depending on the agreed arrangement. Clients include health professionals, healthcare organisations and research teams.

Templates and terminology

Medical documents often need to follow a particular layout for patient records or correspondence. Provide the template your organisation uses, together with relevant names, abbreviations and terminology. Our medical work includes specialist projects handled by transcribers familiar with the vocabulary and subject matter.

Medical and public-health research

Research is a substantial part of our medical transcription work. We support universities, public-health organisations and academics working with healthcare bodies, including long-term studies. One example is a longitudinal project concerning stroke treatment that has continued for more than twenty years.

Recording and transfer

We regularly work with medical professionals using Olympus DSS and comparable dictation systems. Recordings can be transferred through agreed secure systems, including encrypted email arrangements where appropriate. Use the recording equipment and transfer method approved by your organisation.

Confidentiality and project agreements

TP Transcription and University Transcriptions agree Data Processing Agreements with medical and academic clients for specific assignments. Tell us about patient-data restrictions, access requirements, retention instructions and any security review needed before work begins. The service uses human transcription, with attention to specialist language and the context of the recording.

Business, legal & specialist work

Transcription and typing for professional organisations and individuals.

Business and public-sector recordings

Our services cover business meetings, investigations, consultations, conferences, workshops, telephone interviews, webinars, customer-service recordings and training material. We also provide transcription and typing for public organisations, emergency services, local authorities and councils.

Legal transcription

Law firms, solicitors, barristers, in-house legal departments and private individuals use our transcription and typing services. Our work includes outsourced legal dictation, police video interviews, large investigations and Coroner's Inquests. Strict verbatim is available where a full record of spoken features is required, including formal disciplinary recordings.

Property and construction

Construction-related work includes architects' reports and structural building-survey recordings for surveyors and estate agents. Copy typing is also available for property and building inventories, survey reports and legal documents. Client templates and specialist formatting can be included in the brief.

Media and specialist recordings

Media clients use transcription, copy typing and translation for recorded interviews and research. We also transcribe podcasts and video material. A specialist service is available for maritime and aviation black-box voice recordings, including transcription and translation where required. Such assignments should be discussed with the team before submission.

Ongoing support

We accept individual jobs, recurring work and large projects involving hundreds or thousands of hours of audio or video. The recording type, expected volume, delivery schedule and required document format are reviewed before allocation to a suitable transcriber. Independent proofreading can be included where agreed.

Choose your transcription level

Five editing levels, from readable edited text to detailed speech notation.

Level 1 | Fully edited

The transcriber edits the main content of sentences for structure and brevity, making decisions about what to retain and adjusting wording where necessary to complete sentences. This is an edited written version rather than a record of every spoken feature.

Level 2 | Lightly edited

The words are transcribed with editing for clarity and readability, while pauses, hesitations and sounds are omitted. This option is intended for clients who need a readable document without a detailed record of speech delivery.

Level 3 | Intelligent verbatim

This is the standard level unless another is requested. Unnecessary ums, errs, repetitions and false starts are omitted where they add no meaning. The speaker's meaning is preserved. It is commonly used for academic and business work, including research interviews, group discussions and focus groups.

Level 4 | True or strict verbatim

This records speech and utterances in greater detail, including fillers, stutters, false starts and relevant sounds such as laughter. It is used where spoken delivery matters, including language research, police interviews, court-related recordings and formal disciplinary records.

Level 5 | Jefferson transcription

Jefferson or discourse-analysis transcription uses symbols to represent specified features of delivery, such as pauses, overlap, hesitation, pitch or emotion. Agree the notation and research requirements in advance. Our editing-level guide provides examples of the same recording at different levels so you can compare the outputs.

Copy typing & document preparation

Handwritten, printed and scanned material converted into editable documents.

Source material

We copy type books, magazine articles, manuscripts, handwritten author's notes, legal documents, scripts, inventories, building-survey reports, dissertations, theses, essays and annual reports. The service also covers PDFs and images where text is not available in an editable form.

A manual typing service

Our copy typists read the source and type it into a new document. Specialists work with handwriting, faint print and older documents that can be difficult to decipher. This is a human service rather than automatic text conversion. If the material can be handled without retyping, we advise the client before work starts.

Formatting options

Available document features include automatic paragraph, section or clause numbering; cross-references; a table of contents; page numbers; and tracked changes. Tables, graphs and charts can be included, with complex material discussed before acceptance. Output formats include Word, PDF, plain text and OpenDocument formats.

Examples of completed work

Completed projects include handwritten novels and memoirs, family letters, research records dating back decades, historic newspaper articles and court documents whose original electronic files had been lost. Work has included organising a novel into chapters and recreating numbering and cross-references in legal documents.

Sending and receiving documents

You can upload a file or photograph, or agree delivery of physical originals. Contact us before posting valuable material or arranging a courier. Return options include electronic documents and, by arrangement, printed copies or a memory stick. Copy typing is priced per word; obtain the current rate when requesting a quotation.

Subtitling & closed captions

Text prepared and timed for video content.

The service

TP Transcription provides subtitling and closed-caption services. You can upload the video or supply a website address for the video that needs captions. An online quotation facility is available, and languages other than English can be requested.

From speech to timed text

Subtitling begins with a transcript of the spoken content. Each subtitle is then associated with a start and end time so that the words appear with the corresponding section of the video. Timing and the amount of text on screen affect how easily viewers can follow the material.

File formats

Subtitle formats include SRT (SubRip Subtitle) and WebVTT. The appropriate format depends on the video player, editing software or publishing platform. Tell us where the finished video will be used and confirm the required subtitle format before the work begins.

Language and presentation

Subtitles can help viewers who cannot hear the audio and those watching in another language. Discuss any translation requirement and the intended audience when requesting a quote. If the project needs particular caption conventions or display requirements, include them in the brief.

Review and delivery requirements

Checking covers the wording, spelling, timing and synchronisation with the video. Supply the version of the video you intend to publish, together with any names or specialist terminology. Confirm whether you need a separate subtitle file and how it will be added to your video. Subtitle files can be imported into editing software or uploaded to video platforms that support the chosen format.

Translation & other-language work

Written translation and transcription through the group's language service.

Transcription and translation

TP Transcription's services include same-language transcription of non-English recordings and translation from one language to another. The language service is provided through TP Translations. A recording may be transcribed in its original language, translated into English or handled according to another agreed language combination.

Academic documents

Academic translation includes research papers, journal articles, conference materials, research interviews, ethics documentation, consent forms, funding bids, research proposals, course handbooks and teaching materials. The service supports universities, research institutes and individual academics.

Business and professional material

Business translation covers reports, tenders, proposals, board papers, financial documents, contracts, terms and conditions, service agreements, HR policies and internal communications. Website content, brochures, customer information and user guides are also included, alongside charity and public-sector communications.

Human linguists

Work is carried out by experienced human translators with attention to context, tone and specialist terminology. Where required, a second linguist can review the translation for clarity and consistency. Discuss the review level and final format as part of the quotation.

Agreeing a language project

Availability depends on the language pair, subject, recording or document type, volume and timescale. Send the source material or a representative sample, identify the target language and explain the intended use. The team confirms whether a suitable service is available before accepting the assignment. Urgent work can be considered where capacity allows.

Confidentiality & information security

Documented arrangements for the recordings and documents you entrust to us.

Information-security management

TP Transcription Limited operates an ISO 27001:2022 information-security management system with UKAS-accredited certification. The company also holds Cyber Essentials and Cyber Essentials Plus certification and maintains ISO 9001 and ISO 14001 management systems.

Confidential work

Our services include sensitive legal, medical and academic material. Confidentiality and data-protection requirements apply to personnel. Projects can include Data Processing Agreements, project-specific instructions and information for a client's procurement or security review.

Transfer, access and return

Files are sent through agreed secure transfer facilities. Password protection and encrypted delivery can be arranged, alongside project-specific access restrictions. Retention and deletion requirements should be discussed before the recording or source document is submitted.

Research and organisational requirements

University and healthcare clients can request information to support ethics applications, data-management plans, security questionnaires and supplier reviews. Explain any restrictions on data location, file transfer, use of automated tools or staff vetting when requesting a quotation, so that the agreed service reflects the project requirements.

The company behind the service

UK Transcription is part of TP Transcription Limited. Our English transcription service is carried out by human transcribers. University Transcriptions provides the specialist academic service, while TP Translations handles translation and other-language work. The company donates 10% of profits to charity through the Ten-Percent Foundation.

Quotes, uploads & delivery

The information needed to organise your assignment.

1 | Request a quotation

Provide the number and length of recordings, the number of speakers, source and output languages, required turnaround and transcription level. Include any template, timestamp, anonymisation or specialist-formatting requirements. For copy typing, provide the document or a representative sample.

2 | Confirm the project requirements

The team reviews the material, proposed delivery time and service instructions. Agree the price and any purchase-order, Data Processing Agreement, confidentiality or security requirements before work starts. Large or continuing projects can be planned around expected volumes and staged delivery.

3 | Upload your files

Use tptranscription.co.uk/upload-files/. Include the project reference, speaker information and any terminology list. Contact us first if your organisation requires a different transfer route, if the file is unusually large or if you need to send physical originals.

4 | Transcription, checking and return

The assignment is allocated to a suitable human transcriber. The document is prepared and checked according to the agreed instructions, then returned by the agreed method. Word and other document formats are available. Discuss independent proofreading, password protection or encryption at the quotation stage.

Contact UK Transcription

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