**Specialized Transcription Sample Instructions**

This sample is provided as an opportunity to demonstrate your legal transcription skills. The materials and instructions provided are indicative of what we expect of our legal transcriptionists. As such, no questions will be answered concerning this sample.

Follow the instructions carefully:

1. Use the provided template and its included styles and instructions to transcribe the audio proceedings verbatim. Do not include *um*s and *uh*s.
2. You may add or delete lines/fields as necessary. All pages should have 25 lines.

3. Note that any text displayed in blue highlighting on the template must be replaced with the appropriate information for this transcript using the supplied materials. Be sure to remove all highlighting before completing your final transcript.

4. Review the included explanations; then replace the proceedings portion of the template (page 4 and on) with your transcribed audio.

5. Save your sample as Specialized Sample – Your Name.docx.

e.g., Specialized Sample - Terry Transcriber.docx.