

# How to Choose the Right Law Enforcement Transcription Provider Checklist

## Guaranteed Accuracy

99%

- 99% accuracy guaranteed?
- Is the guaranteed accuracy rate listed on their website?
- Does the company provide a money-back guarantee for accuracy?

## Turnaround Times That Fit Your Schedule



- Do they provide flexible turnaround times that fit your schedule?
- Do they have a reasonable rush rate option in case you need a file back quicker than usual?

## 100% US-Based



- Does the company have a legitimate/legal office in the US, and not a PO Box or UPS store mailbox?
- Can you speak to someone on the phone during normal business hours who is in the US and has a US number?

## High Privacy and Security Standards



- Is the provider fully CJIS compliant?
- Does the service use scaled network redundancy, a virtual private network (VPN), dedicated secure data centers, SSL 256-bit secure encryption and secure servers?

To start a free trial, contact [Transcription Outsourcing LLC](#) today.

# How to Choose the Right Law Enforcement Transcription Provider Checklist

## Transparent Contract



- Is the contract easy to cancel if you are unhappy with the service?
- Is the contract easy to understand and is there transparency and honesty shown in the contract language?
- Does their contract list the exceptions for yourself and them and provides termination clauses for both sides for any reason or no reason?

## Established Business



- Can they provide you with at least three current references?
- Do they have good online Google/Yelp/Facebook reviews and testimonials from a variety of clients?
- Can you find them on Google, Facebook, LinkedIn, and do they have an updated website with a physical address listed on it?

## Free Trial Offered

**FREE**

- Do they want your credit card information right away?
- Do they offer a free trial so you can test them out?

To start a free trial, contact Transcription Outsourcing LLC today.

# How to Choose the Right Law Enforcement Transcription Provider Checklist



## Insurance Protection

- Will they add you to the insurance policies as an “also insured”?
- Do they have the proper insurance to protect you in the event of a security breach?
- Do they have all three types of insurance: General Liability Insurance, Cyber Liability Insurance, and Workers Compensation Insurance?

To start a free trial, contact Transcription Outsourcing LLC today.