



# A2i Transcription Services

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## Price Guide

[www.a2i.co.uk](http://www.a2i.co.uk)

making information accessible





**Our team work together to make sure documents meet the latest accessibility standards**

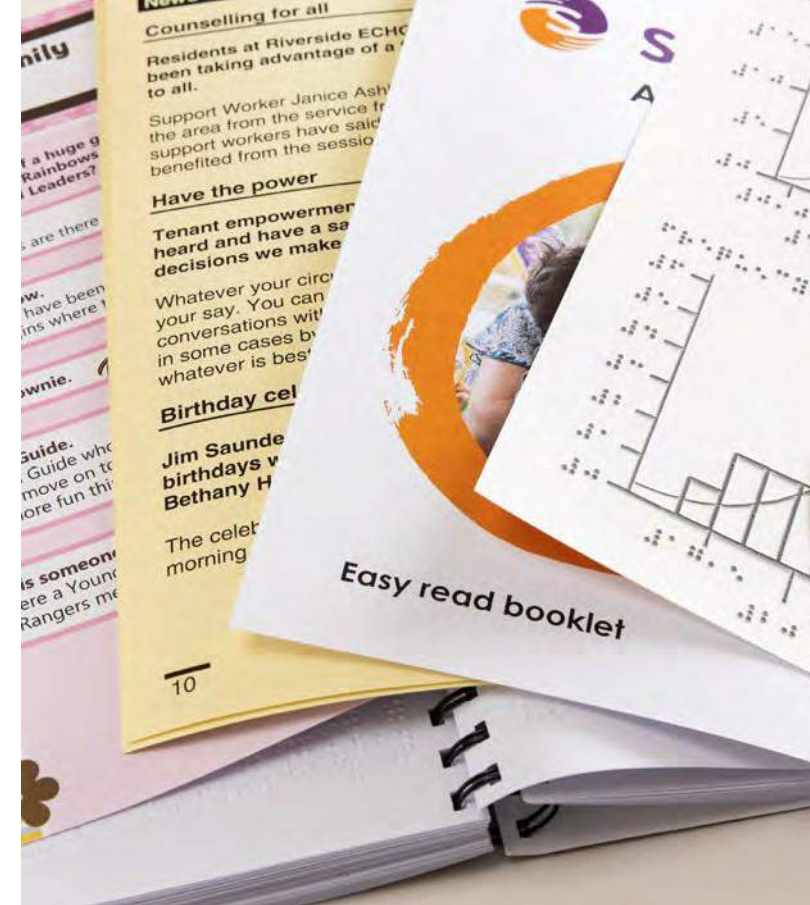


# Introduction

This price guide will help you estimate the cost for your transcribed documents.

Please send us a copy of your document and we will confirm the exact price for you.

We can do a lot more than detailed here, please just ask.



[info@a2i.co.uk](mailto:info@a2i.co.uk)

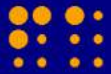
0117 9 44 00 44

[www.a2i.co.uk](http://www.a2i.co.uk)

**“A2i were professional and so flexible in meeting our requirements and managed to turn around our order very quickly. The service was exceptional.”**

# Our formats

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Braille



Audio



Large Print



Easy Read



E-Text



Tactile



BSL Videos



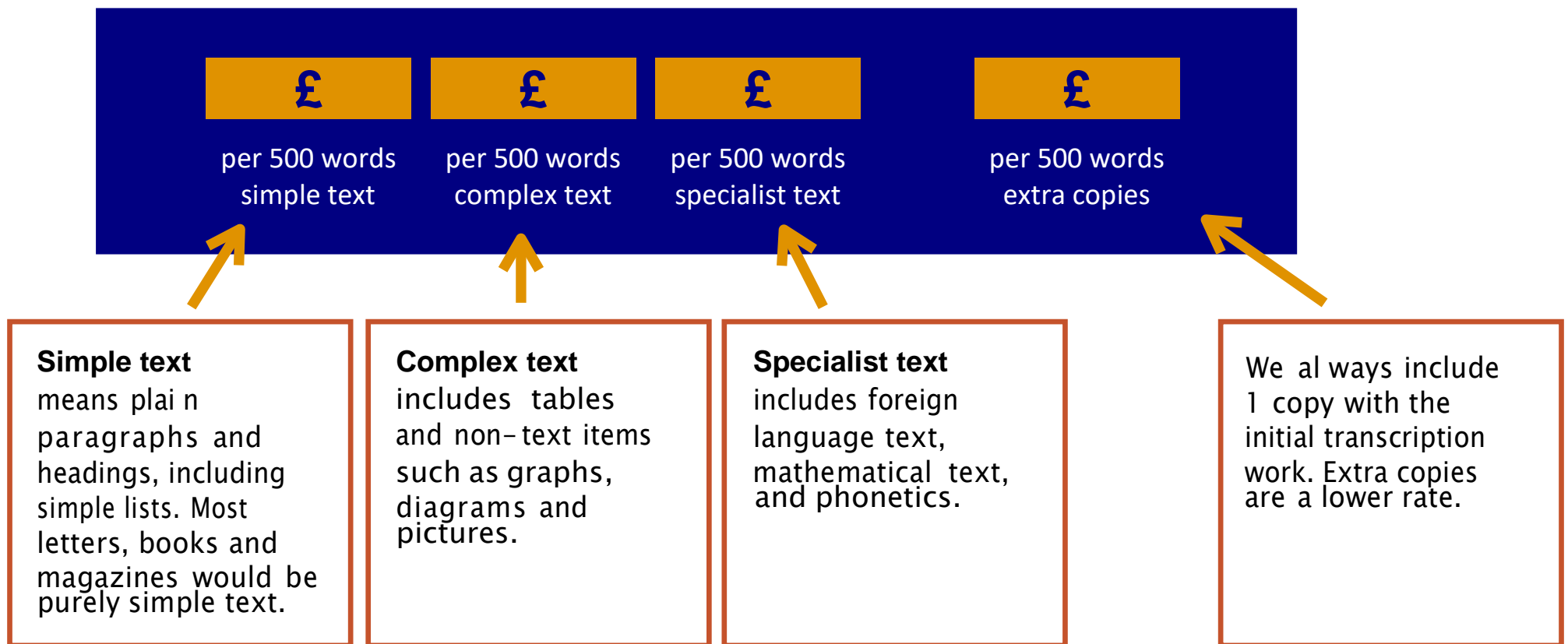
More Services

A2i makes your information accessible to people with disabilities. We believe both printed documents and online content can be accessible to everyone.



# How our pricing works

Our prices depend on the length and complexity of the text. Most of our formats have 3 price brackets:



We hope this price guide will help you estimate our prices when you need to, but we know that every document is unique so please just send a copy to us for a fixed quote.

# Braille

**£4.80**

per 500 words  
simple text

**£10.65**

per 500 words  
complex text

**£19.55**

per 500 words  
specialist text

**£0.62**

per 500 words  
extra copies

## Our standard presentation

High quality UEB Grade 2 Braille. Our Braille is presented double-sided on A4 white 120-160gsm paper, with black ink title and your logo on the cover. Braille documents are bound using stapling/comb-binding/filing, depending on size.

## Other options

- More presentation styles
- Maths Braille - up to degree level
- Braille labels
- Braille business cards





An accessible chair?  
Even “eye- catching” can be made  
accessible!

**Our Braille chair was created  
by our team as a talking  
point and to raise awareness  
of tactile accessibility**



# Audio

**£6.00**

per 500 words  
simple text

**£10.65**

per 500 words  
complex text

**£19.55**

per 500 words  
specialist text

**£1.80**

per CD  
extra copies

## Our standard presentation

We use human voice recorded as wav files and produced on Audio CD as standard. Titles and logos are printed on the CD. CDs are packed into wallets or cases, depending on the number of CDs in the set.

## Other options

- mp3 files, on CD or sent digitally
- Production on other media such as DVD or USB
- Digital voice – a good option for utility bills and bank statements
- Braille labels
- Inlay cards





# T Large Print

**£4.80**

per 500 words  
simple text

**£10.65**

per 500 words  
complex text

**£19.55**

per 500 words  
specialist text

**£0.30**

per 500 words  
extra copies

## Our standard presentation

Large Print is produced on A4 pale yellow 120gsm paper for maximum clarity. Large Print documents are bound using stapling, comb-binding, or filing, depending on size.

## Other options

- Various sizes and binding styles
- Premium Large Print – adaptation to match the style of the original, maintaining branding & design as closely as possible



# Easy Read

**£70.00**

per 500 words  
long documents  
(usually >3000 words)

**£170.00**

per 500 words  
short documents  
(usually <3000 words)

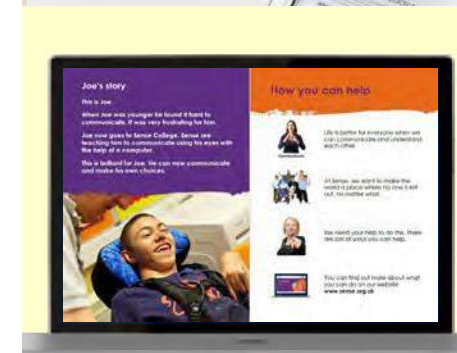
Our rates reflect that short documents need to be expanded and explained to provide clarity, but long documents need to be condensed and summarised.

## Our standard presentation

Easy Read is produced as an online –ready PDF, A4 size, portrait. We use corporate –colour or black text on white background, with specialist full colour images.

## Other options

- Print production
- Accessible PDFs to meet online accessibility standards
- PDFs as fillable forms for surveys and questionnaires
- Easy Read Videos
- Easy Read Web Content





# Bristol Business Awards Finalists dinner





# E-Text

<b>docx</b>	<b>£3.35</b>	<b>£10.65</b>	<b>£19.55</b>	<b>+ £1.25 per graphic</b>
<b>pdf</b>	<b>£8.35</b>	<b>£16.20</b>	<b>£25.00</b>	
	per 500 words simple text	per 500 words complex text	per 500 words specialist text	

## Our standard presentation

Online-ready docx or pdf file, A4 size portrait, black text on white background, with full colour images.

## Other options

- Adaptation of existing pdfs to Adobe Read –Out-Loud functionality
- Accessible PDFs as fillable forms for surveys and questionnaires
- Premium Large Print style incorporated – maintaining branding & design as closely as possible









**£35.00**

simple  
diagrams

**£60.00**

complex  
diagrams

**£3.00**

extra copies

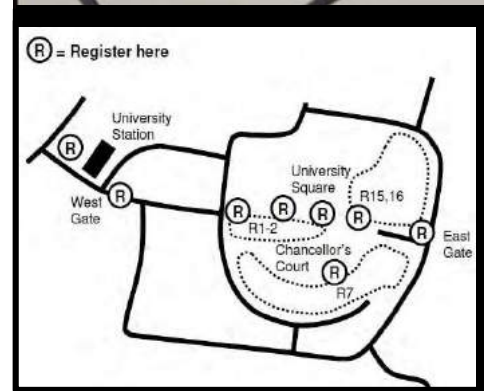
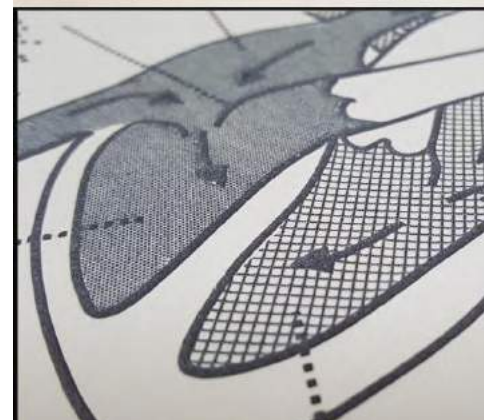
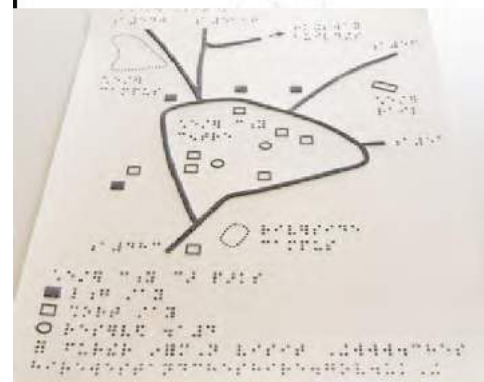
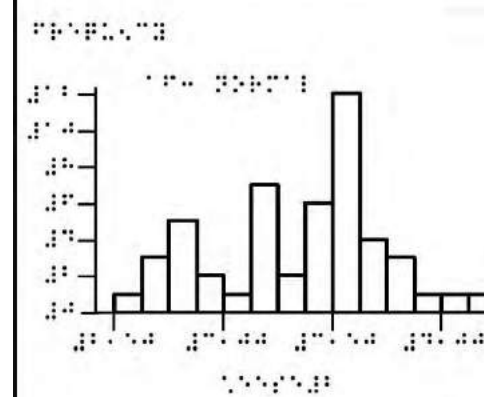
Simple diagrams may include logos or diagrams with a small number of elements and labels; diagrams and maps with more elements and labels are classed as complex.

## Our standard presentation

Tactile Diagrams have raised black ink and are produced on A4 single – sided cream swell paper, approx 195gsm with grade 2 UEB Braille labelling.

## Other options

- Different sizes, up to A3
- Large Print diagrams can also be produced







# BSL Videos

**signer**

**£100.00**

**£120.00**

**£2.90**

**subtitles**

**£30.00**

**£60.00**

**£2.90**

per 500 words  
simple

per 500 words  
complex

extra copies

The prices for BSL videos are a guide, and depend on availability of signers.

NB. Complex format for subtitling includes where text needs to be extracted from a video.

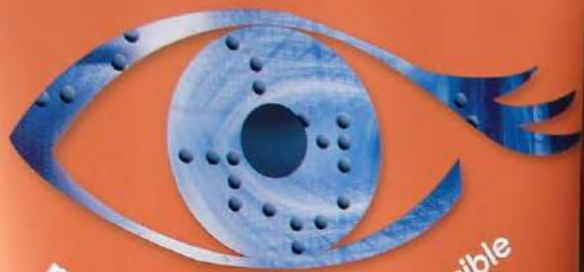
## Our standard presentation

Standard presentation is an mp4 file sent digitally. Key text and logos are added beside the signer if appropriate. The copy rate represents the cost per hard copy produced on DVD.

## Other options

- The BSL signer can be full –screen, or added as an inset to an existing video.





making information accessible

- Braille ◆
- Audio ◆
- Large Print ◆
- Daisy ◆
- E-Text ◆
- Moon ◆
- Braille Signage ◆
- Talking Labels ◆
- Braille Keyboards ◆



Access 2 information

[www.a2i.co.uk](http://www.a2i.co.uk)





# More Services

## Moon

**£35.00**

per 500 words  
simple text

**£75.00**

per 500 words  
complex text

**£5.00**

per 500 words  
extra copies

## Translations

Most languages available. Please ask for bespoke prices for your requirements.

## Web Access Audits and Accessible Web Design

Please ask for bespoke prices for your requirements.

## Document conversion

For most services, we need to work from electronic text that is already formatted into paragraphs and with the correct emphasis. There will be a conversion charge if we need to extract, type or re-format the text.

pdf

**£2.50**

per 500 words

hard copy

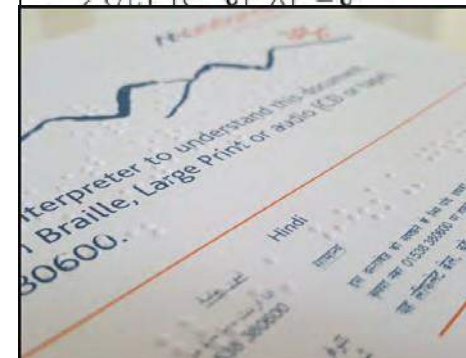
**£10.70**

per 500 words

==0F COVID-19  
VACCINE  
=1720N-AN-  
INFO\7A-ION=

=2\0-FC- JOU\FLP  
A7AIN/- COVID-19=  
A0FN OPPFN\3 -0F  
VACCINE. 2LFA\7 GF-  
I-

- No / /CO-LAND  
- 0FAL-0IF\  
/CO-LAND. /CO--I/O  
JOVF\N7FN-  
2VLLIC 0FAL-0





# Order information

## Copies on request

We can store master files if you need us to, so that you can order additional copies as and when you need them.

## Minimum charge

Minimum charges apply as follows:

- Braille, Large Print and E-Text £20.00
- Audio £28.00
- Easy Read £90.00
- BSL Video £400.00
- Subtitling £100.00

## VAT

Prices are exclusive of VAT. VAT may be zero-rated for some services.

## Turnaround

Our usual turnaround time is 3 days to despatch (depending on size of order).

## Postage

Second class post or electronic delivery to 1 address is included with every order, upgrade options are available. We can pack and post to a mailing list using Royal Mail's Articles for the Blind service for 60p/address.

## How to order

All documents need to be seen before the price is confirmed. We will send a fixed price quote confirming the price and turnaround time. You will be able to place your order by email.



**Why should people be disadvantaged or disabled by the way information is presented? Surely we can make documents, websites and information accessible to everyone?**

**I believe we have had a really positive impact on many people with our work. We want to continue making a difference.**

**Our aim is to provide high quality transcribed documents that enable disabled people to access information as easily as non-disabled people.**

**Susie Fisher, Director**



# Contact Us

## **A2i Transcription Services Limited**

Unit 4 Montpelier Central  
Station Road  
Bristol BS6 5EE

**“The work that you have undertaken for us has been top quality with your quick turnaround time one of the biggest strengths.”**

**[info@a2i.co.uk](mailto:info@a2i.co.uk)**

**0117 9 44 00 44**

**[www.a2i.co.uk](http://www.a2i.co.uk)**

Registered in Cardiff No. 5391625. VAT Registration No. 821 9410 46. These prices are correct at 17/11/2021.

# Printable Rate Card

	Simple	Complex	Specialist	Other	Copies	Min charge
Braille	£4.80	£10.65	£19.55		£0.62	£20.00
Audio	£6.00	£10.65	£19.55		£1.80	£28.00
Large Print	£4.80	£10.65	£19.55		£0.30	£20.00
Easy Read	£70.00	£170.00				£90.00
E-Text docx	£3.35	£10.65	£19.55	+£1.25/image		£20.00
E-Text pdf	£8.35	£16.20	£25.00	+£1.25/image		£20.00
Tactile	£35.00	£60.00			£3.00	£20.00
BSL video	£100.00	£120.00			£2.90	£400.00
Subtitles	£30.00	£60.00			£2.90	£100.00
Moon	£35.00	£75.00			£5.00	£20.00
PDF conversion	£2.50	£2.50				
Typing	£10.70	£10.70				
AFTB				60p/address		

Prices per 500 words. All prices to be confirmed after viewing the document. Transcription includes 1 copy.  
 Simple = headings, paragraphs, lists. Complex = tables, graphs, diagrams. Specialist = foreign language, maths.  
 Exception for Easy Read: Simple if >3000 words; Complex if <3000 words.  
 Prices are exclusive of VAT. VAT may be zero-rated for some services.

**A2i Transcription Services Limited** Unit 4 Montpelier Central, Station Road, Bristol BS6 5EE  
 0117 9 44 00 44 [info@a2i.co.uk](mailto:info@a2i.co.uk) [www.a2i.co.uk](http://www.a2i.co.uk)

