SCRIPTI

19th May 2025 APPENDIX 1

Jayne Saunders
Parish Clerk
Sutton on Trent Parish Council

Transcription Services for Sutton on Trent Parish Council

Quote

Back data entry of approximately 1232 entries from Burial Registers and 384 entries from Purchase registers directly onto a spreadsheet.
Data validation carried out on every record with a guaranteed accuracy rate of 97%.

Back data entry from scanned images and data validation	£2,920.00
VAT at 20%	£584.00
Total	£3,504.00

Considerations
We assume that handwriting will be consistently clear. Poor quality records and/or a large number of inconsistencies would unfortunately attract an additional cost. We will discuss this with you before carrying on with the keying.

We aim for 100% accuracy however it is accepted that when transcribing handwritten records, especially names, there will be illegible words and letters: differences of opinion as well as subtle differences in spelling. When there is any doubt, we will use our experience to fill in gaps, using a 'best guess' method and a flag in the Notes field to indicate potential inaccuracies. Internet searches may also be used to piece together the records.

Not all references/fields are found in their entirety with most historical registers. Therefore, only what is viewable and legible on a scanned page/image will be keyed.

Protocol for partial dates in date formatted fields will need to be agreed.

Ages, if appearing in years and months for example 1 year 6 months, will be entered as 18 months.

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Payment Terms

An initial payment of £1168.00 will need to be paid upfront, a further payment of £1168.00 to be paid on completion of the transcription and the remaining £1168.00 to be paid once the entire project has been checked and handed over.

Lead times

Upon receipt of a Purchase Order and the initial payment from yourselves we will put your project into our production schedule with a view to starting within four weeks. Once we commence work you will be updated on the progress on a weekly basis.

If you have any questions with any of the above, then please let me know.

Kind regards

Managing Director