



**CAMBRIDGE TRANSCRIPTIONS**

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**JOB INFORMATION SHEET**

|              |
|--------------|
| CONTACT NAME |
| COMPANY      |
| ADDRESS      |
| PHONE        |
| E-MAIL       |

|                 |
|-----------------|
| NAME ON CARD    |
| BILLING ADDRESS |
| CARD NUMBER     |
| EXP. DATE       |
| SECURITY CODE   |

|  |            |
|--|------------|
| JOB TITLE  | TOTAL TIME |
| JOB TYPE (INTERVIEW, LECTURE, CONFERENCE CALL, ETC.) |            |
| SPEAKER NAMES  |            |
| KEY WORDS  |            |
| SPECIAL INSTRUCTIONS                                 |            |

**CLICK BELOW TO UPLOAD AUDIO AND JOB SHEET**  
<https://cambridgetranscriptions.sharefile.com/share/getinfo/r0bf98d8ef394cb8>

**DATE NEEDED**

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