

Captioning Service

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Professional captioning and transcription services for files with an audio component via **3Play** are available to Wharton organizations (with a budget code) and Wharton student groups.

To take advantage of this service:

- **Wharton Faculty, Students, and Staff** - Submit requests via our **Caption Request Form**.
- **Wharton Faculty** - Please contact your Academic Computing Support representative if you need additional assistance with caption requests (acs-support@wharton.upenn.edu). Captioning for course materials is at no cost to the academic department.

Before You Start

You will need the following before you can complete this task:

- An uploadable file with audio or a shareable link to a file with audio.
- A budget code (for non-student group requests).

Our captioning service charges a time-based fee for each captioned file with a higher per-minute charge based on the desired turnaround time. Standard turnaround time is 4 business days. Faster turnaround time may be available depending on the captioning vendor's capacity.

Price per minute	Turnaround Time
\$1.85 / minute	4 business day turnaround
\$2.70 / minute	2 business day turnaround

Captioning time is estimated at 2x the time of the spoken words in the recording. Prices fluctuate based on the amount of captioning requested; the more we order as a university, the lower the prices get throughout the fiscal year.

The per-minute price is based on the time it takes to caption the file, estimated at 2x the time of the spoken words in the recording and **not** the length of the source audio.

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