

# GETTING STARTED

There are just 3 steps from script prep to finished recording...  
And we'll guide you through them all!

## STEP 1

### PREPARE YOUR SCRIPT

- Foreign language scripts must be bilingual. We can help you.
- Create your script in Microsoft Word.
- Use a table with columns for file name, character, English, and target language. See example below.
- Remove everything that isn't spoken: titles, comments, notes, and tracked changes.

## STEP 2

### SEND US YOUR FILES

- Email your script, reference materials, and voice preferences to [maya@metroavonline.com](mailto:maya@metroavonline.com).  
Include your project name, deadline, and any special instructions.
- We'll hold casting based on your requirements, and send you voice demos to choose from.

## STEP 3

### REVIEW & UPDATE

- If updates are needed, highlight the row requiring changes. See example below.
- Add the update in the far right column.
- Mark up the script directly. Do not use Word comments — they won't appear in our system.
- Send us the updated script and we'll record it promptly.

**Quote Turnaround:**  
1 business day

**Turnaround:** 5-10 business days  
(Exact deadline with quote)

**Updates:**  
1-3 business days

# SAMPLE SCRIPT WITH UPDATE

File Name	Talent	English	Target Language
amlreporting_06.mp3	SILVIO [M]	I need the payments for this invoice to go to a couple of different accounts than usual. Overseas.	Preciso que os pagamentos desta fatura sejam feitos para contas diferentes da habitual. No estrangeiro.
	SOFIA [F]	We should be able to do that. <b>Is there a reason why?</b>	Devemos conseguir fazê-lo. <b>Há algum motivo? (Add this sentence)</b>