



Allied Instructional Services

Braille Transcription Services

AIS Contacts:

Amanda Thompson, Executive Director of Vision Services

(athompson@ais-llc.com) or 804-840-0345

Mary Hall, President of Business Operations

(mhall@ais-llc.com) or (804) 368-8475

Background

- Established in 2010
- Owned by Karen Walker, TVI and O&M specialist
- Contracts with school systems and government agencies in more than 20 states
- Provide special education and related services, including OTs, PTs, SLPs/SLPAs, ToDHH, Sign Language Interpreters, School Psychologists, Educational Diagnosticians, TVI, O&M, Assistive Technology and Braille Transcription



Braille Department

- Revamped Department in fall 2023
- Team of 25+ certified transcribers
 - Textbooks
 - UEB Literary
 - UEB Math/Science
 - UEB with Nemeth
 - Specialized Codes (such as music)
 - World Languages
 - Tactiles
 - Custom contraction lists
 - Uncontracted braille



High Production Capabilities

- While AIS can send digital files to be embossed on site, we also offer shipping of physical materials
- Ship via Free Matter (slower) or First-Class Mail
- Tactiles produced with embossed braille, swell form, or thermoform
- Can produce print on text braille files (those without tactiles)
- 3 embossers in our on-site office location
- 2 swell machines & 1 thermoform machine
- 8.5x11" or 11.5x11" braille paper
- Quick turnarounds

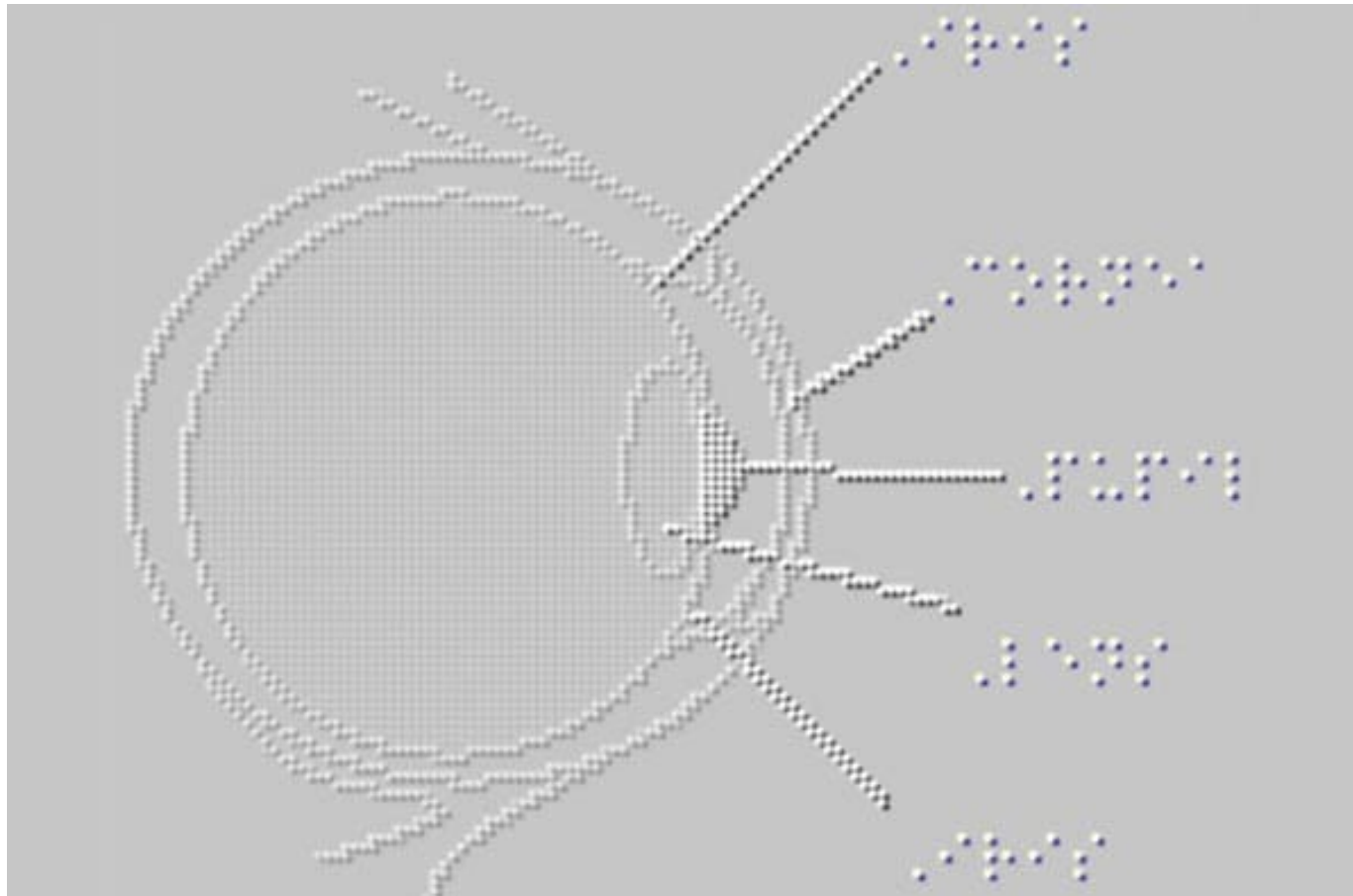


Establishing a Relationship

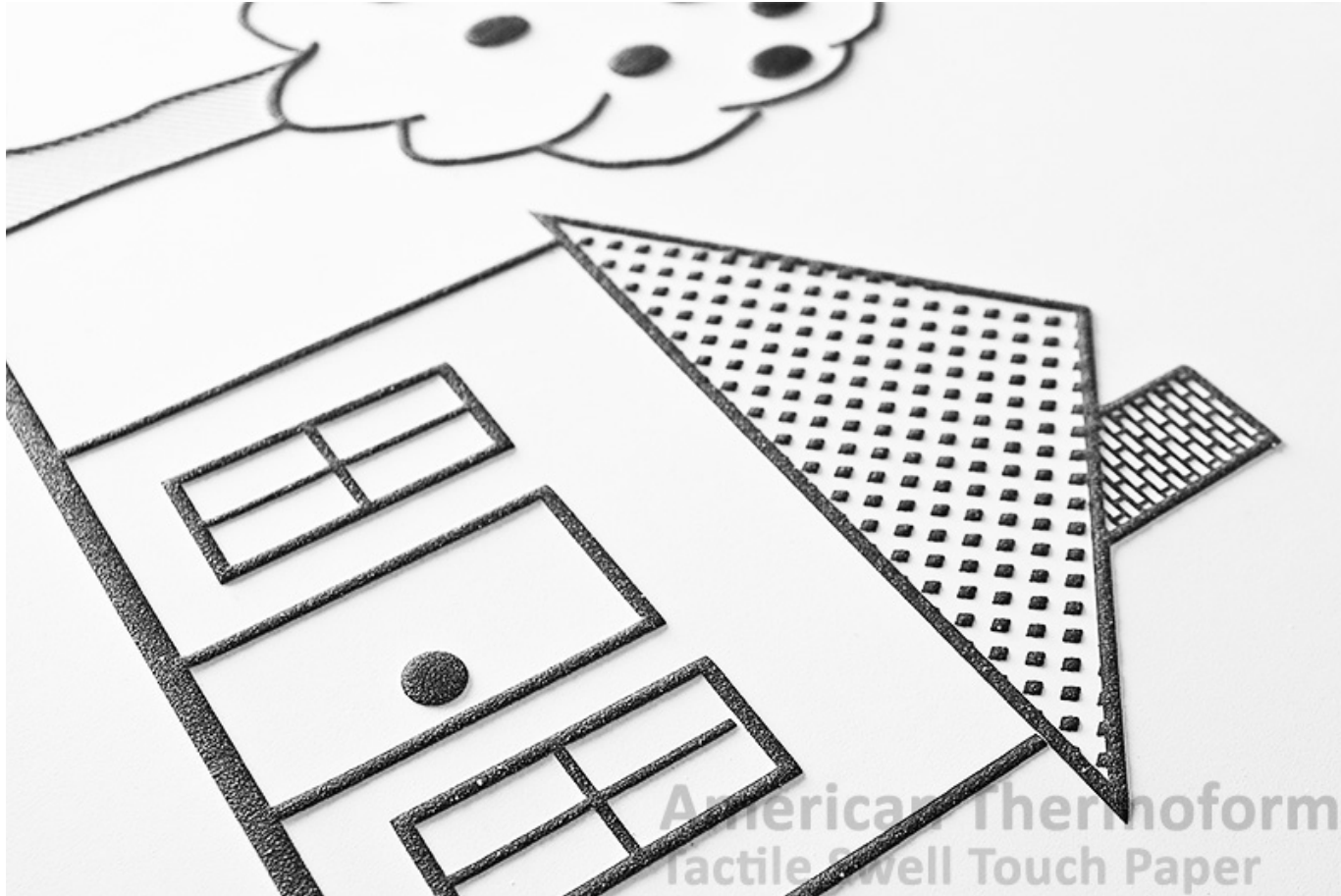
- Request a quote or send a PO to Amanda and Mary
- [Braille Transcription Request](#) (automatic confirmation email upon submission)
- Send files to braille@ais-llc.com
- AIS creates and returns files electronically or by mail



Embossed Braille Tactile Example



Swell Braille Tactile Example



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Thermoform Tactile Example



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Inter-lined Braille (printed text under braille)



Other Important Information

- Can provide braille with custom contractions for newer braille learners
- Provides post-production support to assist with embossing or producing materials on-site if the requestor needs help problem-shooting a file or embosser
- Requires no special software to emboss at your on-site location
- Only requires embosser to create files on-site
- We share .brf and .pdf files electronically
- Interpoint means double sided
- Interline means print with braille



Contact Us With Any Questions!

