



Foolproofreading Services Rates and Policies Transcript Proofreading

The following rates are based on a typical transcript with 25-line pages.

Turnaround	Rates per page
Standard (guaranteed within 72 hours)	\$0.55
Rush (guaranteed within 48 hours)	\$0.70
Daily (guaranteed within 24 hours)	\$0.90
ASAP (less than 12 hours)	\$1.05

- Saturdays (PST) are not included in the turnaround time. I still accept and return work over the weekends as needed, including rush, daily, and ASAP work (examples on next page). If you'd like it returned sooner, I am happy to accommodate that but it may be charged at a higher rate.
- Extensive technical language (medical/legal/expert witness) adds \$0.10/page to account for extra research time.
- Transcripts which are not thoroughly scoped or contain multiple and excessive errors are subject to a fee of an additional +\$0.10/page.
- You will be informed near the beginning of the job if an upcharge will apply.

Discount

Referral discount: Receive 10% off your next job when you refer a client. This discount will apply once payment has been received from the referred client. There is no limit on how many reporters you can refer.

General practices to help things run smoothly:

- As a new client, please fill in the [reporter preferences sheet](#).
- Please email before sending through a transcript to confirm availability within the needed time frame.
- When sending through a transcript, please include the due date and pages in the email. This will ensure there is no confusion when it comes to completion expectations.
- Please send a final transcript that has already been scoped. This ensures the best and most thorough work with the quickest possible turnaround.
- Please send your finished (not rough) work in PDF format. Do not send ASCII or .txt files. You can convert files to PDF for free at www.CutePDF.com.
- To read the annotations in PDF, you will need to have the latest version of Adobe Reader so that all corrections will be visible. You can check for this by making sure you see yellow highlighting with red and blue corrections.



- Only annotated pages will be returned. This allows for easy side-by-side comparison when making corrections.
- If the document is a longer job (more than 200 pages) or urgent turnaround, please send it in sections of approximately 50 pages. This allows us to both be working on it at the same time and reduces your turnaround time.

Billing and Payment

- For new clients, invoices are emailed on the same day as the job is returned and are due within 7 days.
- For existing clients, invoices are emailed on the same day as the job is returned and are due within 14 days. (Can move to the invoicing on the 1st and 15th of the month for regular clients upon request).
- Payments not received by the due date are considered late and will incur a 10% late fee. An additional 10% fee will then be added for every 30 days delinquent.
- Payment is accepted by ACH bank transfer or Paypal (Paypal is less favorable due to fees).

Excluding Saturdays Examples

Saturdays (PST) are not included in the turnaround time. If something is sent on a Saturday, I count it as if it was received on Sunday 8 AM PST. Here are some examples of how this works in practice for Standard Turnaround:

- Received Thursday 8:00 PM PST - Return before Monday 8:00 PM PST
- Received Friday 10:00 AM PST - Return before Tuesday 10:00 AM PST
- Received Saturday 1:00 PM EST - Return Wednesday 8 AM EST

If you'd like it returned sooner, I am happy to accommodate that but it may be charged at a higher rate.