

Proofreading Rates:

Type:	Price per page:	Turnaround times:
Extended	\$0.45	49+ hours
Standard	\$0.50	37-48 hours
Rush	\$0.65	25-36 hours
Expedite	\$0.80	12-24 hours
ASAP	\$1.00	1-11 hour/s

I reserve the right to charge an extra \$.20/page for transcripts that are not properly scoped or highly technical in nature. This is due to the extra time that it will take to complete.

I proof exclusively in PDF format and return transcript or annotated pages only, whatever is your preference. You can download a PDF converter for free at www.cutepdf.com. My corrections are marked in red and yellow on the PDF. You must have the latest version of Adobe Acrobat Reader (it's free to download) to see all my corrections.

For transcripts received after 8 p.m. EST, the turnaround clock starts ticking the following day at 8 a.m. EST. Weekends count as one business day, i.e. transcripts submitted on Friday will be sent back Tuesday for a 72-hour turnaround.

Regular clients are billed the last day of the month. Payment is expected within 15 days of the billing date or a late penalty of 2 percent/month or \$5/month, whichever is the higher amount, will apply.

First time clients: Payment for initial services will be due immediately upon your receipt of the proofread transcript. I encourage new clients to fill out the Reporter's Preference Sheet so that I can gain an understanding of the style of proofing you prefer.

Thank you,

Mary Shane

On The Record Proofreading

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