

<b>Turnaround time</b>	<b>PDF proofing</b>	<b>Case CATalyst proofing</b>	<b>Full audio proofing in Case CATalyst</b>
Standard, 2-3 days	\$0.45	\$0.55	\$1.25
Rush, 1-2 days	\$0.65	\$0.75	\$1.35
Daily, less than 24 hours	\$0.85	\$0.95	\$1.50
Immediate, less than 12 hours	\$1.00	\$1.15	\$1.70

**Proofreading Policies:**

- Transcripts submitted for proofreading should be in the form of a final draft. As a proofreader, I check for typos, wrong words, missing/wrong punctuation, and formatting errors. The file should have no steno, be well-researched, and very clean.
- I do not charge extra for proofing files with more than 25 lines per page, technical, video, or the occasional messy job.
- For full audio proofing with a PDF add .40 to the above rates.
- I do have an extended turnaround rate for steady clients. These jobs will be returned in 3+ days and do not include any audio checks. The rates are .40 for PDF and .50 for CC proofing.
- For proofreading jobs with over 200 pages, I may need to extend the turnaround time depending on my schedule. If you know you have a large job like this coming up, please contact me ahead of time with the page count and when you plan to send it. I will check my calendar to confirm my availability.

**Business & Billing Policies:**

- Turnaround times are based on business days. I do work on the weekend as needed, but this is not included in my standard turnaround time. If you need a job back over the weekend, contact me about my availability. I can usually get the job done.
- Work sent after 5 p.m. is considered received at 8 a.m. the next business day. For example, if a file is sent at 8 p.m. and you need it back the next day, that would incur the "immediate" rate not the "daily" rate.
- Payment is accepted via Wave (my invoicing system). Bills are sent on the 1st and 15th of each month for returning clients, and payment is due within 15 days.
- A fee of 10% will be applied to all late payments. No new jobs will be started if a payment is 30 days past due.
- One-off jobs for new clients will be billed immediately and payment is due within 7 days.