

<b>Turnaround time</b>	<b>PDF proofing</b>	<b>Case CATalyst proofing w/spot-check</b>
Standard, 2-3 days	\$0.45	\$0.55
Rush, 1-2 days	\$0.65	\$0.75
Daily, less than 24 hours	\$0.85	\$1.00
Immediate/RealTeam	\$1.00	\$1.25

**Proofreading Policies:**

- Transcripts submitted for proofreading should be in the form of a final draft. I check for typos, wrong words, missing/wrong punctuation, correct speaker IDs, and formatting errors. The file should have no steno, be well-researched and clean.
- When working in CC, I spot-check as needed, leave hidden pins for any spots that need to be reviewed by you, and have track changes turned on so you can see all of the changes that were made to the transcript.
- I do not charge extra for proofing files with more than 25 lines per page, are medical/technical, are video-recorded, or for the occasional messy job.
- For full-audio proofing add \$0.50 to the above rates.

**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 by credit card is accepted via Wave (my invoicing system) or Zelle (use my phone number). Bills are sent on the 1st and 15th of each month for returning clients, and payment is due within 15 days. One-off jobs or jobs for new clients will be billed immediately and payment is due within 7 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.