

Turnaround time	Scoping with audio spot-check	Scoping with full audio
Standard, 5-7 days	\$1.30	\$1.50
Expedited, 2-4 days	\$1.75	\$1.95
Daily, 24 hours	\$2.25	\$2.50
Immediate, less than 12 hours	\$2.50	\$2.75

Scoping Policies:

- Same rates for medical, technical, video, interpreted proceedings, witnesses with heavy accents, etc.
- Rates are based on 25 lines per page. If you more lines per page, add .05 for each additional line to the above rates.
- Rough copy scoping for regular clients: .35/.50/.60/.70
- Growth over 10% will incur a rate of \$2.00 per page beyond the 10%. For example, if a full-audio job is 100 pages at the standard rate and it grows to 120 pages, then the first 110 pages would be billed at \$1.50 a page and the remaining 10 pages will be billed at \$2.00 a page.

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.

Turnaround time	PDF proofing	Case CATalyst proofing	Full audio proofing in Case CATalyst
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, should 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 discount 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.

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Reporter's Preference Sheet

Name: _____ Phone number: _____

Address: _____

Email address: _____

Court or agency name: _____

Preferred reference book: _____

Preferred file transfer method: ___ ZIP file via email ___ Dropbox ___ Send This File

Check box to indicate "Yes." Add notes on page 2 to indicate additional preferences.

- Clean up lawyers, judges
- Leave in "strike that"
- New paragraph after "strike that"
- Comma before "correct?"
- Semicolon before "is that correct?"
- Oxford comma
- Ellipsis
- "Keep together" function on Mr., Ms., No.
- Slashes between dates
- Dashes between dates
- A. for when the witness responds after colloquy
- THE WITNESS: for when the witness responds after colloquy
- Add [sic] if the speaker clearly misspeaks
- (Indicating) when witness points
- Direct quotation marks (person reading from exhibit)
- Indirect quotation marks (person recalling a conversation)
- If no quotes, cap the first letter of the indirect quote
- Spell out numbers at the beginning of a sentence
- Use \$ if they are speaking of dollar amounts, even if they didn't say dollar

Comma in repeated question: My question is, why did you say that?

Circle your preferences:

Spell out words in CAPS or lower case, W-I-T-H dashes or WITHOUT

What are your other preferences for writing numbers? _____

Give an example of your byline format:

Other preferences:
