

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.