



# The Wordsmith VA

## General Proofreading and Marketing Services

Thank you for your interest in my proofreading and marketing services! I offer these proofreading services:

- Business proofreading – newsletters, social media content, marketing and publicity materials
- Academic proofreading – theses, dissertations, journal articles, conference presentations, and research papers
- Literary proofreading – novels, short stories, and eBooks

This document explains my proofreading and marketing services as well as my rates and billing process. [Please contact me if you need more information.](#)

### My Services

#### **General Proofreading (Standard Rate) – \$.03 per word**

- 30,000 words or less.
- Turnaround time is three to five business days.
- Business proofreading, including newsletters, social media content, marketing and publicity materials.
- Academic proofreading, including theses, dissertations, journal articles, conference presentations, and research papers.
- Literary proofreading, including novels, short stories, and eBooks.
- Seven business days' minimum notice for all projects or additional rush charges will apply.
- For projects with more than 30,000 words, please contact me for a custom quote.

#### **General Proofreading (Rush Rate) – \$.04 per word**

- 30,000 words or less.
- Turnaround time is one to two business days.
- Business proofreading, including newsletters, social media content, marketing and publicity materials.
- Academic proofreading, including theses, dissertations, journal articles, conference presentations, and research papers.
- Literary proofreading, including novels, short stories, and eBooks.
- Seven business days' minimum notice for all projects or additional rush charges will apply.
- For projects with more than 30,000 words, please contact me for a custom quote.

#### **Blog Proofreading – \$25 per 5 blog posts**

- Each blog post must include 500 words or less.
- Turnaround time is three to five business days.
- For blog posts with more than 500 words, please contact me for a custom quote.

**Website Proofreading – \$25 per 5 pages**

- Each page must include 500 words or less.
- Turnaround time is three to five business days.

**Copywriting Services – \$25 per 5 pages**

- These services are charged by the hour. Rates are determined based on the project's turnaround time, length, and content.
- Due to the unique nature of these projects, please contact me for a custom quote.

**Resume Review – \$40 for up to two pages, \$5 for each additional page**

- Proofread, edit, and reformat your current resume.
- Provide two to three new design suggestions.
- Payment is due before work begins.
- Your updated resume will be returned within 24 to 48 hours of when I receive your file.
- You will have 48 hours to review the updated file and request changes.

**Cover Letter – \$20 for one cover letter template**

- Proofread and edit your cover letter.
- Provide two to three new design suggestions.
- Payment is due before work begins.
- Your updated cover letter will be returned within 24 to 48 hours of when I receive your file.
- You will have 48 hours to review the updated file and request changes.

**Social Media Content Planning – \$349 one-time fee**

- Create 12-month editorial calendar for the client's blog and up to two social media accounts.
- Create up to 25 content ideas and writing prompts.

**Online Audit – \$299 one-time fee**

- Provide a full review of the client's website and social media accounts (following a client questionnaire).
- Provide up to 10 recommendations to implement immediately and over the next six to 12 months.

## *Billing*

For most jobs, you will receive an invoice at the beginning of the project. Payment is due before work begins.

For jobs containing at least 5,000 words, you will receive an invoice for 50 percent at the beginning of the project. Payment is due within 15 days. After the deposit is paid, I will begin the job. You will receive a second invoice for 50 percent when the job is completed. Payment is due within 15 days.

Payments are accepted via credit card.