The Wordsmith VA

Transcript Proofreading Process and Rates

Thank you for your interest in my transcript proofreading services. I proofread all types of legal transcripts, including depositions, examinations under oath, hearings, and trials. This document explains my proofreading process as well as my turnaround times and rates. Please contact me if you need more information.

Turnaround Times

Standard Rate	48 to 72 hours
Rush Rate	less than 48 hours
Expedite Rate	less than 24 hours

Turnaround times are based upon the time the PDF transcript is submitted to me via email. Saturdays, Sundays, and federal holidays are not considered as working days.

For example, a standard rate job received at 3 p.m. Eastern time on Monday will be returned by 3 p.m. Eastern time on Wednesday. And a standard rate job received at 3 p.m. Eastern time on Thursday will be returned by 3 p.m. Eastern time the following Monday.

My working hours are Monday through Friday from 8 a.m. to 10 p.m. Eastern time. If you submit a transcript outside of these working hours, its receipt time will default to 8 a.m. Eastern time on the next business day.

My Rates

Standard Rate	$.45 per page
Rush Rate	$.65 per page
Expedite Rate	$.85 per page

Rates are based on a standard, 25-line final draft transcript. For 28-line transcripts, please add $.03 per page.

I reserve the right to charge an additional fee for "dirty" transcripts. Transcripts with excessive errors will be charged an additional $.10 per page. I will contact you before assessing the additional charges.

My Resources

I proofread all transcripts using *Morson's English Guide for Court Reporters*, *Court Reporting: Bad Grammar/Good Punctuation*, *The Gregg Reference Manual*, *Merriam-Webster Dictionary*, and Google. Let me know if you prefer additional reference guides.

My Proofreading Process

1. You contact me via email to notify me that you would like to send me a transcript for proofreading. If you have a rush or expedite job, please send me an email ASAP so I can plan accordingly and meet your deadline.

2. I will confirm my availability and whether or not I can meet your deadline. If it is the first time I will work with you, I will ask you to complete my Reporter's Preference Form.

3. You email the transcript to me in PDF format. Please be sure the transcript you submit is the final edited version. If the transcript is longer than 200 pages, please send me the file in batches of 50 pages. This means that as you are working on one section, I can be working on a different section at the same time.

4. I carefully review the transcript, looking for:
   - Spelling, punctuation, and capitalization.
   - Consistency of names, numbers, and other terms.
   - Transposed, missing, and misplaced words.
   - Homophones.
   - Exhibits labeled correctly.
   - Unfamiliar idioms and other figures of speech.
   - Brand-name products, industry-specific terms, and medication names.
   - Colloquy and parentheticals.

5. I will provide suggestions directly in the PDF file.

6. I return only the annotated pages in PDF format to you via email. To see the corrections, open the annotated transcript in the latest version of Adobe Acrobat Reader.

Billing

- **Regular Clients –** Regular clients are billed on the first day of each month for all jobs completed during the previous month. Payment is expected within 30 days of receipt.
- **New Clients –** New clients are billed immediately after the job is completed. Payment is expected within 30 days of receipt. Subsequent work will default to standard billing.
- **One-Off Jobs –** A job is considered to be a one-off job if no other jobs are expected from the court reporter in the next 30 days. One-off jobs are billed immediately after the job is completed. Payment is expected within 30 days of receipt.
- **Late fees –** Late payments will incur a 10 percent late fee, calculated from the invoice total, every two weeks until payment is received.

Special Offers

- First-time clients receive their first 15 pages free (standard rate jobs only)!
- Refer me to a colleague and receive 15 percent off your next job (first 50 pages only)!