Proofreading Rates

Base Rates & Turnaroud Time:

Standard	Expedite	Daily
$.45 per page	$.65 per page	$.85 per page
2 business days	1 business day	Under 1 business day

These rates apply to standard transcripts with 25 lines on each page. Transcripts with longer pages or a high frequency of medical/technical terminology will be subject to additional charges. In addition, I reserve the right to add a "messy" upcharge for transcripts that are not thoroughly scoped or have significant numbers of errors per page.

Additional Charges:

25+ Lines	Medical/Technical	"Messy" Upcharge
+$.05 per page	+$.10 per page	+$.10 per page

Turnaround

A business day is counted as 24 hours, Monday through Friday. With standard turnaround, a transcript sent during normal business hours on Monday will be returned on Wednesday. A transcript sent on Friday will be returned the following Tuesday. Anything requested back in under 48 hours or less than two business days will be charged the expedited rate, and anything requested back in under 24 hours or less than one business day will be charged the daily rate.

When sending in a transcript, please include in your email the turnaround time you require or the specific time you would like it returned. If unspecified, I will asume standard turnaround.

Turnaround times apply to normal business hours, excluding weekends and holidays. Work done on holidays or over the weekend will be subject to a higher rate.

Expedites

Please give me a heads-up if you know ahead of time that you will be sending me an expedite or a daily so that I can confirm that I have time in my schedule.

When sending a long rush job, send it in smaller sections when possible so that I can begin proofreading each section as the next one is being scoped. Each section will be listed separately on the invoice and charged at a rate corresponding to when it was received.

Format

Most of my proofreading is done using PDF annotation software. The cleanest way to do this is if you can send a PDF file of the transcript to clara@prometheusproofreading.com. I return PDFs of the corrected pages with annotations marked clearly in red and yellow. (Make sure that you see both colors, or your PDF viewer may not be displaying everything.)

I also proofread for some of my clients in Eclipse software using the track changes feature. If you are unsure about which method you prefer, I would be happy to discuss that with you and help you decide which works best for you.

Billing

I invoice new clients shortly after the first job. I send invoices to repeat clients on the 1st and 15th of each month, with payments due two weeks after the invoice is sent. If payment is not made within this time, a new invoice will be sent out with an additional late fee of 10%.

I accept credit cards, debit cards, and bank payments as well as checks.