



Rate and Information Sheet

NEW CLIENTS! I will proof your first submission at \$0.30 per page. (Applies to 48-hour returns only.)		
Job Type	Rate	Delivery Time
REGULAR Delivery	\$0.40 per page	No later than 48 hours from time of confirmation e-mail for work received Sun. – Sat.*
EXPEDITED Delivery	\$0.60 per page	No later than 24 hours from time of confirmation e-mail for work received Sun. – Sat.*
DAILY/ REAL- TIME Delivery	\$0.75 per page	Same-day delivery for work received Sun. – Sat.*

* Yes, weekends **are** included in the normal delivery schedule.

- Rates are based on a standard 24- or 25-line, double-spaced page.
- I do not do scoping work, just proofreading.
- It is preferred that you submit your transcript to me in .pdf format, but I also accept .txt files.
- If possible, I ask that large jobs be sent to me in "chunks". That way, as you're working on a section, I can be working on a section.
- When I email the proofed transcript back to you, I send a .pdf of only the annotated pages (no errata sheet). You should see both red and yellow markings on all pages you receive back from me.
- To guarantee that all the annotations are visible, make sure to open returned .pdf documents in the latest version of Adobe Reader.
- I e-mail an invoice for the total number of pages I proofed for you during the month on the last business day of the month. I only accept debit or credit card payments (payable through a secure payment gateway link in the emailed invoice.)

I value client feedback and look forward to helping you submit sterling steno!
Please feel free to email me with any questions: lyndsey@stenoproofer.com

Lyndsey Swarm
Busy Bee Proofreader
Swarm Transcript Proofreading
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