



Swarm
Transcript Proofreading

Rate and Information Sheet

| Job Type | Rate | Delivery Time |
|----------------------|-----------------|--|
| EXTENDED Delivery | \$0.40 per page | No later than 72 hours from time of confirmation e-mail for work received Sun. - Sat.* |
| REGULAR Delivery | \$0.50 per page | No later than 48 hours from time of confirmation e-mail for work received Sun. - Sat.* |
| RUSH Delivery | \$0.60 per page | No later than 24 hours from time of confirmation e-mail for work received Sun. - Sat.* |
| DAILY/ ASAP Delivery | \$0.75 per page | Same-day delivery for work received Sun. - Sat.* |

* Yes, weekends **are** included in the 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.
- 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 accept ACH, debit, and credit card payments (payable through a secure payment gateway link in the emailed invoice.)
- **NEW CLIENTS! I will proof your first submission at \$0.40 per page. (Applies to 48-hour returns.)**

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 and Sole Proprietress

Swarm Transcript Proofreading

www.stenoproofer.com