



Delivery Time	Proofreading Without Audio	Proofreading With Audio
Standard (72-hour Turnaround)	\$0.35	\$0.50
Rush (48-hour Turnaround)	\$0.50	\$0.65
Next Day (24-hour Turnaround)	\$0.65	\$0.80
Same Day (<24 Hours)	\$0.80	\$0.95
Holiday	\$0.95	\$1.05

Proofreading Guidelines:

Delivery times are based on U.S. Central Standard Time. Transcripts received after 5 p.m. CST are considered received the following business day at 8 a.m. CST.

Standard, Rush, Next Day and Same Day Rates do not include holidays. If you need a transcript proofread on a holiday, please use the Holiday rate.

I prefer to receive transcripts in PDF format, however, I can accept ASCII, .doc, .docx, .txt, or .pages files and I'll convert them into PDF format for you.

I read your transcript for context, spelling, punctuation, consistency, speaker verification, homonyms, general formatting, et cetera. I will also research terms, firms, phone and fax numbers, page numbers in your indices, and anything else that looks suspicious!

Since each court reporter has their own preferences and each state and agency has different requirements for transcript formatting, please fill out a Court Reporter's Preference Sheet and feel free to send me a copy of any formatting guidelines or manuals that are relevant to your transcript. I will keep this information on file for you so, unless something changes for you, you only need to do this once.

I return annotated transcript pages to you in PDF format. All corrections are clearly marked in bright red and highlighted in yellow. Note: I only return corrected pages. If you open a "clean" page, it means you need to update your version of Adobe Reader. You can do that [here](#) for free.

Please don't wait until the last minute to contact me about your job, particularly if it's large. The sooner you can let me know what's coming down the pike, the better able I am to accommodate your work. Also, if you're working on a particularly large file, I prefer that you send it to me in 50-page sections so that we can both be working on it at the same time.

I accept payment through PayPal only. Don't have a PayPal account? That's okay. **You don't need a PayPal account to pay through PayPal.** PayPal allows you to pay with all major credit and debit cards. For regular clients (minimum biweekly work) I invoice on the 1st and the 15th of the month. For occasional clients I invoice immediately upon completion of the job. You'll receive the invoice in your e-mail. Payment is due within 7 days of the invoice date.

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