

# Rae Crothers Proofreading

rae@raecrothers.ca | raecrothers.ca

## Rates

<b>Extended</b>	<b>\$0.40/page</b>	<b>72+ hours</b>
<b>Standard</b>	<b>\$0.45/page</b>	<b>48 hours</b>
<b>Rush</b>	<b>\$0.60/page</b>	<b>24 hours</b>
<b>Expedite</b>	<b>\$0.80/page</b>	<b>12 hours</b>
<b>ASAP</b>	<b>\$1.00/page</b>	
<b>Proofing to Audio</b>	<b>\$.80-\$1.00/page</b>	<b>Depending on turnaround</b>
<b>Scoofing</b>	<b>\$1.00-\$1.50/page</b>	<b>Depending on turnaround</b>

The rates are for transcripts received in PDF or Word format. Please contact me for rates to proof on paper or with an errata sheet. A page has 25 lines. Hours are based on when the job is received. Eg. Pages received Monday 10AM for standard turnaround will be returned by no later than Wednesday 10AM. At this time, weekends and holidays can be included in extended and standard turnaround.

Proofreading to audio listening to the audio as I read the transcript, but I do not expect to make any substantial changes. This is helpful to digital reporters. For scoofing, I'm expecting there will be drops, mishears, and other occasions that will require me to transcribe sections of text. This is helpful to voice writers and to reporters who had trouble with witness accent. For both, I work in ExpressScribe, so I need a file in a non-proprietary format such as MP3. For proofreading with audio, I returned a marked-up PDF. For a scoofed file, a Word Document with Tracked Changes on is usually best. Dropbox is my suggested way of exchanging audio files.

Unless otherwise requested, I return only the PDF pages containing corrections, which are highlighted in yellow and have red notes.

Please fill in the accompanying preference sheet so that I do not make corrections to a personal preference and also let me know if you use a guide such as Morson's or BGGP.

For transcripts that are 200 pages or longer, as well as rush and expedite jobs, please consider sending me sections of your transcript as they are completed. I can begin to read as you continue to work on the transcript. This way, you may have most of the job at the extended or standard rate and only a small portion at a higher rate.

## Billing

I invoice under my legal name of Marie-Andrée Crothers the last day of the month that the services are completed. Invoices are net 15 days. For new clients, invoices will be sent immediately after the job is completed and are payable upon receipt.

I accept payment via credit card, e-Transfer, TransferWise, wire transfer, PayPal. Please note that I cannot accept Venmo or Zelle payments.

All rates current as of 08/07/2020 and are subject to change with notice.