

Rae Crothers PDF Proofreading

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

Weekends and holidays are included for all turnarounds.

Please confirm availability for orders of more than 50 pages.

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.

Proofreading to audio means that I do not expect to make any substantial changes. Therefore, I will return a marked-up PDF.

For scoofing, I'm expecting there will be drops, mishears, and other occasions that will require me to transcribe sections of text. I work in a Word document with Tracked Changes on and can return a Word document or PDF showing the corrections.

For both proofreading to audio and scoofing, I work in ExpressScribe, so I need a file in a non-proprietary format such as MP3. Dropbox is my suggested way of exchanging audio files.

For proofreading and scoofing in Case CATalyst, please refer to my scoping rate sheet.

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, and PayPal. Please note that I cannot accept Venmo or Zelle payments.

All rates are in USD, are current as of 01/04/2021, and are subject to change with notice.