

# Rates for PDF Proofreading

## Proofreading by Gail

proofreadingbygail@gmail.com | www.proofreadingbygail.com

Type	Turnaround	Rate
Extended delivery	72+ hours	\$0.40 / page
Standard delivery	48–72 hours	\$0.45 / page
Upcharge (if more than 75% of pages need corrections)		Additional \$0.10 / page

All rates are in USD, current as of 2022/01/01, and subject to change with notice.

## Policies

\*\*\* To avoid disappointment, please be sure to confirm my availability before sending your order. \*\*\*

The file to be proofread must be in PDF format.

Turnaround time starts at the time stamp on your email when you send the file to be proofread. Orders that are received after 7 p.m. Eastern time will be “clocked in” the following morning at 7 a.m.

If you prefer to send your file via Dropbox, that can be arranged.

I will **always** confirm the receipt of your file, the applicable rate, and the agreed-upon time and date of delivery. You do not need to reply to this email, but if you don't, I will assume that you've agreed to the price and delivery terms.

I return only the PDF pages containing corrections, unless otherwise requested. All pages will have **red** markings or **yellow** highlighting—if you don't see those annotations, please contact me immediately.

If you are a first-time client, please fill in the reporter preferences sheet or provide your own to help me proofread according to your needs and standards. Also let me know if you use a specific style guide.

If you are a repeat client, please feel free to mention additional preferences and things you want me to look for. The more I know about how you like to work, the better I can serve you.

I am happy to sign any confidentiality agreement or NDA.

## **Billing**

I invoice through PayPal; however, you do not need a PayPal account to make a payment.

If you are a new client, an invoice will be sent immediately after the job is completed and is payable upon receipt. After you become an established client, you will be invoiced on the 1st and 15th of the month for jobs completed as of that date.