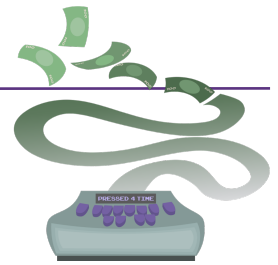


PRESSED FOR TIME SCOPING

Kinda S. Lenberg, Scopist

719.237.5513 | klenberg@pressedfortimescoping.com



Proofreading Rates and Policies

Turnaround Time	PDF Proofing	Case CATalyst Proofing	Full Audio Proofing in Case CATalyst
Standard, 2 to 3 days	\$0.45	\$0.55	\$1.25
Expedited, 1 to 2 days	\$0.65	\$0.75	\$1.35
Daily, less than 24 hours	\$0.85	\$0.95	\$1.50
Immediate, within 12 hours	\$1.00	\$1.15	\$1.75

Proofreading Policies

- Transcripts in need of proofreading should be in final draft form. Proofreading includes checking for typos, incorrect words, wrong/incorrect punctuation, and errors in formatting. There should be no steno, be well-researched, and clean.
- There is no additional charge to proof files with more than 25 lines per page, or those that are highly technical, include video, or are occasionally a bit messy.
- For full audio proofing with a PDF add \$.35 to the rates above.
- Proofreading jobs with more than 225 pages may need additional turnaround time depending on scheduling. Please contact me ahead of time with a page count and when you plan to send it and my availability to complete the job in a timely manner will be confirmed.

Billing Policies

- Turnaround times are based on regular business days, Monday through Friday, 8 a.m. to 5 p.m. MST. Saturday and Sunday are counted as one day. (The following federal holidays are excluded from all turnaround times: New Year's Eve, New Year's Day, Fourth of July, Thanksgiving Day, Christmas Eve, Christmas Day.)
- Any work sent after 5 p.m. will be considered received at 8 a.m. the following business day. For example, if a file is sent at 7 p.m. and it is needed back the next day, it will be billed at the "immediate" rate and not the "daily" rate.
- Invoices are sent on the 1st and 15th of each month for returning clients, with payment due within 15 days. New clients or "one-off" jobs will be billed immediately upon delivery and payment will be due in 7 days.
- All invoices will be sent via e-mail and payment will be accepted via check, or Venmo.
- A fee of 10% will be applied to all late payments. If payment is 30 days past due, no new jobs will be started.

*Rates current as of 5/22, and are subject to change with notice.