

Renee Anderssen Proofreading, LLC
Transcript Proofreading for Court Reporters
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Rates and Policies

Job Type	Turnaround Time	Rate per Page ("clean" transcripts)	Rate per Page ("messy" / highly technical)
Standard	72 hours	\$0.40	\$0.50
Rush	48 hours	\$0.60	\$0.70
Expedited	24 hours	\$0.80	\$0.90

Proofreading service includes:

Line-by-line review of transcript for errors in punctuation, spelling, and grammar; review for accuracy and consistency all dates, names, addresses, page numbers, and exhibit numbers used throughout the transcript; review of subject-specific terminology used within the transcript; and any additional research necessary to determine accuracy and correct use of language and content.

Transcripts should be scoped and as close to turn-in ready as possible when submitted for proofing. Transcripts should also be spell-checked prior to being submitted for proofing.

Rates:

Rates apply to pages with 25 lines of text or fewer. For pages consisting of more than 25 lines of text, add \$0.05 per page.

Pages left blank or comprising concluding testimony of fewer than 10 lines of text will not be included in the service charge.

Turnaround:

Jobs received after 10:00 p.m. (EST/EDT) will be clocked in as received at 8:00 a.m. the next day unless prior arrangement has been made.

Turnaround times will be determined using the time of the email acknowledging receipt of the job.

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Confirmation:

I will always and promptly acknowledge receipt of your email.

I will always and promptly advise you of my availability to accept your job and meet your deadline.

I will advise you immediately of any possible delay or scheduling conflict in completing your job by the specified deadline.

I will advise you immediately of any additional charges not previously agreed upon that may apply to your job.

Large Jobs:

Transcripts exceeding 150 pages may require an extended turnaround time.

No additional charges apply unless Rush or Expedited turnaround is requested.

For transcripts exceeding 150 pages, and specifically if you require Rush or Expedited turnaround, it's helpful to submit the transcript to be proofed in sections of 50 pages at a time as you're working on the transcript. This will help speed turnaround time.

Availability:

I work weekends and most holidays (Thanksgiving and Christmas excluded) at no additional charge for Standard service. Additional charges will apply for Rush/Expedited service.

I may return Standard jobs to you earlier than the Standard turnaround time; however, you pay only the agreed upon Standard rate.

I welcome receiving one-time assignments and occasional or overflow work from clients.

"Messy" or Highly Technical Jobs:

Transcripts with excessive errors (3+ errors on more than 70% of pages) may incur an additional charge of \$0.10 per page to cover the additional time required.

Transcripts with highly technical subject matter may incur an additional charge of \$0.10 per page to cover the additional research required.

I will notify you of any additional charges in advance or as soon as I make the determination.

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Additional Services:

I'm happy to proof jobs that are not scoped/turn-in ready, i.e., jobs that require an excessive amount of time and annotations; however, I reserve the right to assess an additional service charge of \$0.05 to \$0.15 per page.

Proofing to audio is available on request.
\$0.60 / page for Spot-Checking with Audio
\$0.90 / page for Proofing to Full Audio

Files are accepted in WAV or MP3 format.
Rush/Expedited turnaround may incur an additional charge.

Court Reporter Specifications:

I make every effort to proofread your transcript to your specifications. To that end, I would request all New Clients complete and return to me a Court Reporter Spec Sheet (available for download on my website) along with their first transcript for proofing. Using the CR Spec Sheet, you're able to indicate your specific preferences for punctuation, style and formatting.

Payment Methods Accepted:

Payment can be made online directly from your invoice using your debit/credit card, or via PayPal or Google Pay.

Discounts and Referrals:

Risk-Free Trial

I will proof 10 pages free of charge for prospective new clients. Those 10 pages will be discounted from your first job.

New Client Discount

New clients receive their first job at a special rate of \$0.35 per page. No limit on number of pages. (Standard service only)

Referrals from Existing Clients

Existing clients will receive a 10% discount on their next job for referrals of new clients. (Discount applies after payment is received from referred client's first job.) There is no limit to how many people you can refer!

Billing and Payments:

Invoices are sent out on the 1st and 15th of every month. Payment is expected within 30 calendar days unless other arrangements have been made.

New or one-time clients are billed upon completion of the first job, and payment is expected within 15 days.

Payments not received within the expected time frame are subject to a late fee of 10% per month. New jobs will not be accepted from clients with invoices outstanding beyond 30 days.