

Renee Anderssen Proofreading & Scoping RATES and POLICIES

Scoping Rates

SCOPING	Turnaround	Rate per Page	Video
Standard	5-7 days	\$1.25	\$1.45 / page
Rush	2-3 days	\$1.75	\$1.95/ page
Expedited	24 hours	\$2.25	\$2.45 / page

Scoping includes full audio and the following:

Line-by-line review of transcript for errors in spelling and punctuation; correct untrans and mistrans; insert scan stops, conflicts, and hidden text notes; adjust formatting issues; insert includes as needed; build dictionaries (add to update area); research names, addresses, and terminology; auto indexing if requested.

Page Growth

Page growth beyond 10% of the original transcript due to excessive drops or untranslates will be charged at double the page rate.

Scoped transcripts should be proofread by the reporter or by a trained proofreader.

Proofreading Rates

PROOFING	Turnaround	Rate per Page	Highly Technical* or Unpolished**
Standard	72 hours	\$0.40	\$0.50 / page
Rush	48 hours	\$0.60	\$0.70 / page
Expedited	24 hours	\$0.80	\$0.90 / page

Proofreading includes audio spot-checking and the following:

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; research subject-specific terminology used within the transcript.

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.

*Transcripts with highly technical subject matter may incur an additional charge of \$0.10 per page to cover additional research required to verify spelling and usage of technical/medical terms.

**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.

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Policies

TURNAROUND and RATES:

Turnaround Rate will be determined using the Date and Time *receipt* of the file *is confirmed* by email. Rates apply to double-spaced pages with 25 lines of text or fewer. For pages consisting of more than 25 lines of text, an additional charge may apply.

DEADLINES and CONFLICTS:

You will be advised immediately of any possible delay or scheduling conflict in completing your job within the agreed upon time frame. If I'm unable to meet your deadline, I will assist you in finding a suitable backup scopist/proofreader if requested. Your transcript will never be outsourced to another scopist/proofreader without your knowledge and written consent.

BILLING and PAYMENTS:

- New clients are billed upon completion of the job. Payment is due within 7 calendar days. Additional jobs will not be accepted from new clients until all current invoices are paid in full.
- Established clients are billed on the 1st and 15th of every month. Payment is due within 15 calendar days. New jobs will not be accepted until all past-due invoices are paid in full.
- Payment can be made via PayPal or directly from your invoice using your debit/credit card. At this time, I do not accept payment by check.
- Invoices not paid by the due date are subject to a late fee of 10% per month. Invoices with unpaid balances outstanding more than 60 days may incur legal action, including but not limited to referral to a collection agency.

DISCOUNTS and REFERRALS:

New Client Discount: New clients receive a 10% discount on their first job. No limit on number of pages. (Standard turnaround only)

Referrals from Existing Clients: Existing clients 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.)

ACKNOWLEDGMENT of RATES and POLICIES:

All clients must acknowledge they have read and agree to the Rates & Policies as outlined above by completing the New Client Intake Form. The form will be provided to you, or you may download the New Client Intake Form directly from my website. The form should be returned to: transcripts@reneeanderssen.com.