



ERIN MOORE

I proofread your transcripts with care so you can take care of you!

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RATES

Maximum 25 lines per page, no audio.

EXTENDED: 73+ hours	\$0.45/page
STANDARD: 48-72 hours	\$0.50/page
RUSH: 24-47 hours	\$0.70/page
EXPEDITED: 12-23 hours	\$0.90/page
IMMEDIATE: <12 hours	\$1.00/page

SURCHARGES:

Technical/medical transcripts	+\$0.10/page
Messy (many errors per page)*	+\$0.10/page

**If you've fully scoped the transcript and run spellcheck, you won't have to worry about a messy surcharge.*

INVOICING

Invoices are billed the first week of the following month and are due within 15 days via PayPal, Venmo, credit card, or direct deposit.

For new and one-time clients, payment for the first job is due before further jobs can be accepted.

Effective as of April 2024

HOW IT WORKS

Allow me to lighten your workload by following these four easy steps:

1. Email me your PDF transcript file and any relevant information. Let me know when you need it back.
2. After confirming my availability, I'll get to work.
3. I'll tailor my proofreading to your preferences, providing easy-to-read annotations.
4. You'll receive your annotated transcript back on time!

SKILLS AND EXPERIENCE

- Seasoned language professional who is knowledgeable, conscientious, friendly, and flexible
- Transcript proofreading training
- General proofreading and copyediting training
- 20 years of experience as a public librarian
- Master's degree in library and information science

REFERENCE MANUALS

- Margie's Bad Grammar/Good Punctuation
- Morson's English Guide for Court Reporters
- The Gregg Reference Manual
- Merriam-Webster Dictionary

Lighten Your Load with Professional PDF Proofreading

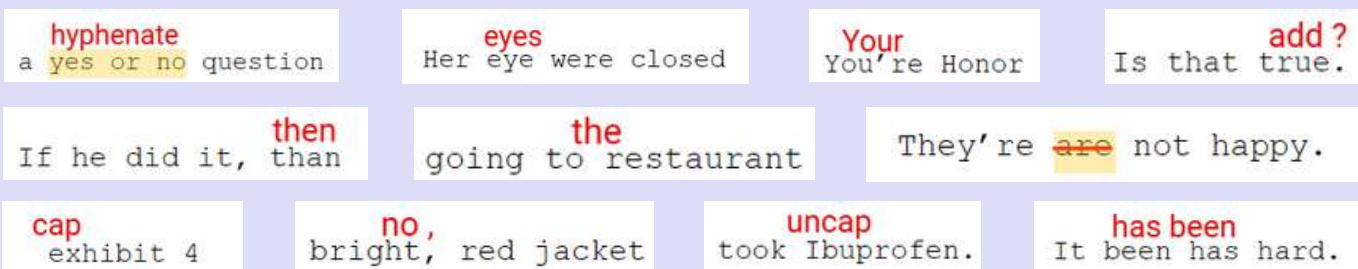
WHY WORK WITH A PDF PROOFREADER

- **Flexibility:** Converting your transcripts to PDF is simple and expands your options for proofreaders. If you work with me, I'll proofread your transcripts for accuracy and readability. I'll also make sure to follow your preferences and provide clear annotations.
- **Efficiency:** Unless you specify otherwise, I'll send back only the annotated pages, making it easy for you to quickly review my suggestions.
- **Control:** You're in charge! The decision of which changes to incorporate into the final version of your transcript is entirely up to you.

WHAT I FOCUS ON WHEN PROOFREADING

- Checking for spelling, punctuation, and typographical errors
- Identifying homophones, transposed words, and repeated/dropped words
- Ensuring consistent styling in capitalization, hyphenation, abbreviations, and numbers
- Fact-checking company names, brand names, industry-specific terms, addresses, etc.
- Verifying that names, dates, exhibits, and case numbers are cross-referenced correctly
- Ensuring consistency in the formatting of bylines/colloquy, Qs & As, and parentheticals

WHAT MY ANNOTATIONS LOOK LIKE



Ready to proceed? Get in touch!

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