



Proofreading services engineered for you.

TranscriptTechnician.com

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Rate Sheet & Work Scope

Service	Turnaround	Rate
Normal	3–4 business days	\$0.40 per page
Rush	1–2 business days	\$0.55 per page
Expedite	Same business day or over weekend	\$0.70 per page

New client special:

Reduced rate of \$0.20 per page (20 pages maximum) *or* first 10 pages free. (Normal turnaround only. Standard conditions below apply.)

Rate Conditions:

- Quoted rates are for 25 lines per page. Pages with higher line counts will be charged an additional \$0.05 per page.
- Quoted rates are for clean proof-ready copy in PDF format. Transcripts with excessive amounts of corrections will be charged additional, typically \$0.05 to \$0.15 per page. Clients will be contacted after 10–15 pages to give approval.
- At this time, I am not proofing to audio. See note below about referring work.

Turnaround details:

- For transcripts of 200 or more pages, please send in increments of 25–50 pages so that proofing can occur in tandem with further conversion and scoping.
- No work will be performed on holidays.
- Please note that Transcript Technician is *not* a full-time proofreading business, unlike most others in this field, and may refuse service based on current workload. In the event that service must be refused, with your express consent, your contact information (phone, e-mail, preference sheet if submitted) will be shared with other qualified proofreaders who have taken the same training. No actual working files will be shared; you would work directly with the other proofreader.

Billing:

- New or one-time clients will be billed immediately upon completion. Payment is expected within 5 business days.
- Other clients will be billed on the first of the month for work done the previous month. Payment is expected within 30 days.

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- All invoices will be sent direct via email and through PayPal. Payment will only be accepted through PayPal, but all supported payment methods are accepted.
- Late payments are subject to penalties of 10% per month.

Work Scope

Transcript Technician will accept proof-ready transcripts in PDF format, ready for final submittal. The goal of the proofreading service is to ensure what is recording is what was actually said *and* meant, without editing the copy. Corrections will be applied to the PDF directly for client review and incorporation into the actual transcription text. Only corrected pages will be returned unless a complete file (all pages) is requested.

The proofreading service will include the following:

- detection and correction of misspellings, including
 - homonyms,
 - business names and addresses,
 - names of parties directly involved, and
 - generic typos;
- formatting errors such as mis-centered or mis-indented text;
- capitalization errors;
- gross discrepancies between dates;
- gross discrepancies in names of exhibits;
- discrepancies in page number references, including exhibit list;
- *and just about anything short of scoping or affecting the actual text transcribed.*

All of the above areas are subject to interpretation and the preferences of the client; the transcript is owned by the client and must reflect his/her style. It is of prime importance to Transcript Technician that your requests are incorporated—every line, every page—regardless of the technicalities of American English. It is also critical that general readability be maintained or enhanced where possible. Transcripts exist for a purpose: to be the record when such a record is needed, and readability serves to make the text understandable. To that end, Transcript Technician requests that all clients provide a Reporters Preference Sheet, either TT’s own or preference sheets filled out for other proofreaders. **This is how—and why—the Transcript Technician service is “engineered for you”!**

It can be awfully time-consuming trying to investigate so many potential errors when there are other transcripts to edit, hearings/depositions to attend, and the like. You trust your personal goods (phone, car, appliances) with trusted, knowledgeable experts; you can trust Transcript Technician with your transcripts to find what’s wrong and make it right, while caring for your specific needs. That means more time to do what *you* are trained to do: making awesome transcripts. Free yourself from the stress of proofreading: ***DON’T PANIC... ESCAPE!***

—Brian K. Malerich
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