



Cardinal Editing

www.cardinalediting.com

TRANSCRIPT PROOFREADING RATE SHEET

STANDARD

2 business days

\$0.50/page

Job will be returned in 48 business hours (example: job confirmed at 4 p.m. Thursday, returned by 4 p.m. Monday). Anything needed in less than 48 business hours or over the weekend is considered rush service.

RUSH

1 business day

\$0.70/page

Job will be returned within 24 hours (this is inclusive of weekends; for example, job confirmed at 9 a.m. Friday, job returned by 9 a.m. Saturday).

DAILY

Same day

\$0.90/page

Job will be started upon confirmation and returned the same day upon completion.

NOTES

Turnaround

The clock begins upon my confirmation and acceptance of the job.

Documents

I work with PDF files. The page count for billing purposes is determined by the total number of pages in the file. The returned file will only contain pages with corrections and notes.

Billing

Invoices are sent with the Wave app on the first of each month for the previous month's services with 30-day terms. Paying options are credit card, bank payment, or check. Past-due invoices may be subject to a 10% late fee.

Batches

For lengthy proceedings and daily copy, batch scheduling may be arranged to facilitate timely completion. Please communicate anticipated page counts and deadlines in advance so that an appropriate schedule can be established.