

# Renee Anderssen Proofreading & Scoping RATES and POLICIES

## Scoping Rates per Page

Turnaround	Spot-Check Audio	Full Audio	Video
5 days	\$1.10	\$1.25	\$1.40
4 days	\$1.70	\$1.85	\$2.00
3 days	\$1.90	\$2.05	\$2.20
2 days	\$2.10	\$2.25	\$2.40
1 day (12-24 hrs)	\$2.35	\$2.50	\$2.65

**Weekends** included in turnaround.

**Immediate/ASAP Daily Copy** (less than 12 hours) not offered at this time.

**Page Growth:** Transcripts with more than 10 pages of growth due to excessive drops and missing testimony will be charged at double the page rate for each page of growth.

**Additional Fees:** Transcripts with excessive untranslates, highly technical or medical expert testimony, or requiring extensive exhibit review/quoting may incur an upcharge of \$0.25 per page.

**Include Pages:** Flat rate of \$25 to complete cover, title, appearances, and index pages.

## Proofreading Rates

Service	Turnaround	Rate per Page	Highly Technical* or Unpolished**
Standard	48 - 72 hours	\$0.45	\$0.55 / page
Expedited	24 - 48 hours	\$0.60	\$0.70 / page
Next Day	12 - 24 hours	\$0.80	\$0.90 / page
Same Day	< 12 hours	\$1.00	\$1.10 / page

- Weekends included in turnaround.

- Audio spot-checking included.

\*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 pages with 25 lines of text. For pages consisting of 28 lines of text, an additional charge of 12% per page will apply.

### **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.)

### **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.

### **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.