



Patti's Proofing and Scoping Helping You Be Excellent!

Rates as of
September 2023

**** All rates are based on up to 25-line transcript. More lines per page are adjusted accordingly.**

Job Type: PDF Proofreading (Phasing out in 2024)	Rate per page
Regular Turnaround (2-3 days standard)	\$0.50
Rush/Expedite (24 to 36 hours from receipt)	\$0.80
DEAR Rate (Drop Everything And Read) Including Same Day/Dailies (up to 24 hours from receipt)	\$1.00
With audio - Not offered for PDF	
<i>Discount for turnaround of 4 days or more</i>	(\$0.05) per page

Job Type: CAT Proofing – Spot-check audio	Rate per page
Regular Turnaround (2-3 days standard, up to 200 pages)	\$0.60
Rush/Expedite (24 to 36 hours from receipt up to 200 pages)	\$0.80
DEAR Rate (Drop Everything And Read) Including Same Day/Dailies (up to 24 hours from receipt)	\$1.25
RealTeam immediate	\$1.50
With full audio	Add: \$0.50
Messy Upcharge (More like scoping than proofing)	Add: \$0.75
<i>Discount for turnaround of 4 days or more</i>	(\$0.10) per page

Job Type: Scoping – Full audio only	Rate per page
Regular Turnaround (5-7 days standard)	\$1.50
Rush/Expedite (2 to 5 days (let's talk))	\$2.00
Same Day/Dailies (up to 24 hours)	\$2.80
RealTeam immediate	\$2.80
<i>Discount for turnaround of 7 days or more</i>	(\$0.25) per page
Transcription rate for extremely messy files	\$2.80
RealTeam rough: Let's talk.	

Page growth -- 10% or more page growth will be charged at transcription rates for pages above original page count.

ADMINISTRATION FEES: Indexing, Formatting, et cetera **\$30 per hour**



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Good communication with my reporters is very important to me. If you have a large job or an immediate turnaround requirement, communication will help ensure that your needs can be met. If you have a large job (more than 200 pages), a rush or expedite job, please let me know as soon as possible to make sure I am available. A simple heads up will help us both keep our schedules coordinated.

I do work on weekends as needed, but Sundays and national holidays are not included in the standard rate. I will try to get jobs done before Sundays or let you know what day I can get the job back to you.

****I reserve the right to upcharge the per-page rate for rough transcripts.****

I will communicate with you if I believe you have sent me the wrong file. Files with a lot of raw steno, mistrans/untrans, unresolved conflicts, spell check not run, formatting issues, etc., will be regarded as rough and charged appropriately. I want to help you, but let's keep it real, please. I am not a transcriptionist so excessive page growth is charged.

Before our first job, please send me your preference sheet (if you don't have one, I can have you fill one out), a sample finished transcript, and your current contact info with phone number and address.

Billing is generally the 1st and 15th, due within two weeks. New clients and occasional clients are billed immediately and due immediately. Once we establish a working relationship, we can go to regular billing. I accept Google Pay, Zelle, Venmo, and I invoice through PayPal which allows direct payments on their website.

I truly believe that a proofreader and scopist and court reporter working together as a team makes for better transcripts. I will be very responsive to your preferences and deadlines. Court reporters have a particularly challenging job of creating a verbatim record that is accurate and readable. My goal is to help you be excellent!