

LAMBERT PROOFREADING RATE SHEET

STANDARD	RUSH	EXPEDITE	ASAP
3 business days	2 business days	1 business day	12 hours or less
\$0.40 per page	\$0.60 per page	\$0.80 per page	\$1.00 per page

PDF Case CATalyst

My policy is to stay in touch upon receipt of your file. After verifying the number of pages and the type of service requested, you will know when you can expect your annotations. You will receive notification when your transcript has been returned so you'll know it's on its way. I offer a quicker turnaround with a 6-day workweek.

Any transcript that has not been thoroughly scoped or is highly technical in nature may incur an additional \$0.10 per page. This results in substantial extra time for either proofreading or more research. You will be notified of the upcharge before any work is completed.

An established client will receive invoices on the 1st and 15th of every month and payment is due within 15 days.

My goal is to be of service in any way that I can. E-mail any questions at: **TeresaLambert@att.net**

Text or call me at: **(903) 312-1697**.

Also, check out my website at: **LambertProofreading.com**.

I look forward to helping you send out the best transcripts possible.

Regards,

Teresa Lambert