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Rates & Payment

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Standard	(48+ hrs.)	**$0.50/pg.**
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(Additional charges are *never* applied without prior notice and agreement.)

26+ lines/page:	**+ $0.05/pg.**
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*Extra TLC: Transcripts with an unusually high number of annotations per page. If your transcript has been fully scoped and spell-checked, this charge can be avoided.

- Weekends and holidays are included in turnaround time.
- The turnaround time "clock" begins upon confirmation that your transcript has been received.
- For first-time clients, invoices are sent upon completion of the job. Payment is due within 10 days. Payment must be received before additional jobs can be accepted.
- Returning clients may choose between immediate invoicing or semi-monthly billing on the 1st and 15th of each month.
- A late fee of 10% will be applied to invoices that are overdue by more than 3 days.
- No new jobs will be accepted if an invoice is more than 30 days overdue.

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Skills & Experience

- Graduate, Transcript Proofreading Academy
- Outstanding verbal and written communication abilities
- Proficient in detailed research and fact-checking
- Registered Nurse with 20 years of clinical and leadership experience
- Clinical specialties in trauma, critical/intensive care, organ and tissue donation
- Leadership experience in clinical team management, quality assurance, audit, and regulatory compliance

Reference Materials

- **The Gregg Reference Manual, Tribute (11th) Edition** (W.A. Sabin)
- **Court Reporting: Bad Grammar/**
- **Good Punctuation** (M. Wakeman Wells)
- **Wick's Punctuation Rules for Court Reporters** (K. Wick)
- **The Associated Press Stylebook** (57th Ed.)
- **Merriam-Webster's Unabridged Dictionary** (Online)

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