

Dixon Proofreading & Scoping Services

Precision. Flexibility. Exceptional Customer Service.

Being a Court Reporter is an extremely difficult job, and you've risen to the challenge. But at the end of the day, wouldn't it be nice to pass your transcript on to someone you trust so that you can relax and enjoy some well deserved time off? Whether I'm proofreading or scoping your transcript, you can be sure that I will treat each and every transcript with the utmost care. I understand how critical it is to create and preserve a verbatim record, and my job is to ensure that your transcript is perfectly polished and ready to turn in while still keeping in mind any individual preferences you may have.

Proofreading Services & Rates

I proofread final draft (scoped) transcripts in .pdf format using an application that allows me to make annotations directly on the document. While proofreading, I look for the following types of errors: spelling, grammar, punctuation, homophones, incorrect information, and inconsistencies. Only the annotated pages will be returned with all corrections clearly marked by blue highlighting and red text so that you can easily see them. I also highlight the line number for each line containing a correction to help you quickly find each correction. I do reserve the right to charge a higher rate for transcripts that have a large number of errors or that require a large amount of research for expert witness or technical testimony. Although I rarely apply this upcharge, I will contact you regarding any transcript that might be charged at a higher rate.

| Proofreading Turnaround Time | 25 lines per page | 28 lines per page |
|-------------------------------|-------------------|-------------------|
| Standard (3 days) | \$0.50 per page | \$0.53 per page |
| Expedited (2 days) | \$0.70 per page | \$0.73 per page |
| Next day | \$0.85 per page | \$0.88 per page |
| Same day (less than 24 hours) | \$1.00 per page | \$1.03 per page |

Scoping Services & Rates

I am on the latest version of Case CATalyst and transfer files via Dropbox, Google Drive, or sendthisfile.com. Each and every transcript is always scoped to full audio, and I also take the time needed to ensure that I am checking for the same types of errors listed above in my proofreading services: spelling, grammar, punctuation, homophones, incorrect information, and inconsistencies. I will follow any specific preferences you may have, and although I will leave you notes for any specific areas that I think you need to double-check, I will research as necessary to ensure that you receive a turn-in ready transcript. I do reserve the right to charge a higher rate for transcript growth if the transcript grows more than 10 percent. This higher rate would only apply to the pages that the transcript grows beyond 10 percent, and I would communicate any additional charge to you as soon as I recognized that it would be applicable.

| Scoping Turnaround Time | 25 lines per page | Videotaped depositions | 28 lines per page |
|-------------------------------|-------------------|------------------------|-------------------|
| Standard (5 days) | \$1.50 per page | \$1.60 per page | \$1.70 per page |
| Expedited (2-4 days) | \$2.00 per page | \$2.10 per page | \$2.20 per page |
| Next day (24-hour turnaround) | \$2.50 per page | \$2.60 per page | \$2.70 per page |
| Daily (immediate turnaround) | \$3.00 per page | \$3.10 per page | \$3.20 per page |

Proofreading & Scoping Job Submission Process

All rates are based on business hours of 8 a.m. to 8 p.m. eastern time. Jobs received after 8 p.m. will be logged in as received at 8 a.m. the next morning for purposes of determining the rate based on turnaround time. I will confirm receipt of each job and also confirm the job return date based on the requested turnaround time.

Contact me to discuss your proofreading or scoping needs so that you can enjoy some free time and peace of mind.

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