

## 2023 Rates & Policies

Job Type	Turnaround Time	Rate
Standard	49-72 hours	\$0.50/page
Rush	25-48 hours	\$0.60/page
Expedited	13-24 hours	\$0.70/page
Same Day	less than 12 hours	\$0.80/page

### Policies

Files accepted in PDF format via email.

Turnaround time starts with my receipt of your email within my business hours.

Business hours: 7:00am-7:00pm Eastern time

Please confirm my availability (email, phone, text) before sending files.

### Invoices & Payments

Invoices are emailed monthly on the 1st and are due on receipt.

(Payment for new client's first file is due on receipt of completed proofreading.)

### Payment methods accepted:

Zelle: [margot.cox@gmail.com](mailto:margot.cox@gmail.com) ▪ PayPal: @proofersinc

Venmo: @proofersinc