

Upstate Proofreaders

Rates & Policies

Job Type	Turnaround Time	Rate/page
Standard	49-72 hours	\$0.50
Rush/ Technical	25-48 hours	\$0.65
Expedited	Same Day	\$1.00

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-5:00pm 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 or
credit card or bank draft (ACH)