



Proofreading by Jennifer Green

I polish your transcripts with precision so you can reclaim your evenings and protect your reputation.

HOW IT WORKS

- I proofread a wide variety of documents including hearings, EUOs, depositions, and workers' compensation to name just a few.
- Email me your PDF transcript file.
- Let me know the day and time you need it back.
- I proof with clean, easy-to-read annotations.
- I will return your transcript back on time.

SKILLS

- Graduate of Transcript Proofreading Academy
- B.S. in engineering which means catching details others miss and handling technical terminology with confidence
- 3+ years finance experience which means understanding that accuracy is needed for every number and word
- Lifelong reader & researcher

REFERENCE MANUALS

- Merriam-Webster Dictionary
- Margie's Bad Grammar/Good Punctuation
- Wick's Punctuation Rules for Court Reporters

RATES

STANDARD	48-72+ hrs	\$0.50/page
RUSH	24-47 hrs	\$0.70/page
EXPEDITE	12-23 hrs	\$0.90/page
IMMEDIATE	<12 hrs	\$1.00/page

Technical transcripts: +\$0.10/page
Messy transcripts*: +\$0.10/page

*If you have fully scoped the transcript and run spellcheck, you won't have to worry about a messy transcript upcharge.

INVOICE INFO

Invoices are billed the first week of the following month and are due within 15 days via PayPal, Zelle, credit card or direct deposit.

For new or one-time clients, payments for the first job is due before further jobs can be accepted.

CONTACT

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Effective as of 01/2026