



*Melissa Potter*

Transcript Proofreader

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- Located in Minnesota.
- Graduate of The Proofreading Business Coach's Transcript Proofreading Program.
- 15+ years in marketing where I wrote numerous pieces and edited various writing styles.
- I freelance full-time which means you're my priority!
- I'm a perfectionist and enjoy doing research. I love true crime, traveling, having my hands in the dirt, music, and books. I've got two fur babies who love to help me proofread too ;)

## MAKING YOUR LIFE EASIER, ONE TRANSCRIPT AT A TIME

In the busy world of court reporting, it's easy to feel overwhelmed with everything on your plate—that's where I step in! I help court reporters like you reclaim some of your precious time by proofing your transcripts. I'll review and edit your work for accuracy (and to your preferences) so you can focus on what you do best without stressing about the details! Here's the simple process:

1. Email me your PDF transcript file.
2. Share the specifics on when you need it back and any preferences you have. If you need a preferences form just let me know!
3. I proof to your preferences and email you the file back before you know it!

## REFERENCES

- Merriam-Webster Dictionary
- Margie's Bad Grammar/Good Punctuation
- Wick's Essential 99 Punctuation Rules for Court Reporters

## RATES (PER PAGE)

Extended: 73 hours +	45¢
Standard: 48-72 hours	50¢
Rush: 24-47 hours	70¢
Expedited: 12-23 hours	90¢
Immediate: < 12 hours	\$1.00

## Upcharges (per page)

- Technical Transcript: 10¢
- Messy Transcript: 10¢  
*Transcripts that require a substantial amount of work (usually they have not been scoped or spellchecked.)*

## PAYMENT OPTIONS & TERMS:

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Invoices are due within 15 days. Invoices for first-time clients will be due upon receipt and no future work will be completed until invoice has been paid.

