

# EDITING/PROOFING (ALL TYPES) AND TYPING/TRANSCRIBING



Location **Wyoming**  
<https://www.genclassifieds.com/x-675699-z>

I am experienced in editing and proofreading all types of documents - academic, business, and personal. I am also a transcriptionist and can type any material you have as hard copies into Word.

I accept Paypal and ask for a down payment when I begin the project. The remainder is due when I return the document to you and answer any questions you may have. If the project is ongoing or lasts a long time, we can arrange a payment schedule.

All work will be kept confidential.

## EDITING/PROOFREADING

I check for spelling, punctuation, grammar, tense, sentence structure, flow, and consistency.

Students - undergraduate and graduate - all subjects - papers, theses, dissertations, graduate school application documents - APA, MLA, Chicago styles. We can arrange for me to work with you throughout the quarter/semester at a discount. Please note: I do not write papers for you. I only edit them.

Businesses - manuals, policies. I will gladly sign a confidentiality agreement.

Personal - resumes, books.

I charge by the page and my rate starts at \$2.50, increasing depending on the amount of editing needed. Please send me a couple sample pages, let me know the length of your document when you need it returned to you, and I will reply promptly with a rate, discount for large projects, and will work with you to best meet your needs.



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I type any material you have as hard copies into Word efficiently and with accuracy. Contracts, manuals, legal pleadings, books, scripts, family histories, essays, reports, academic, business, and personal. I can set up the Word document as a template and send instructions for you to quickly and easily personalize it. My rate depends on the type and size of the project. It begins at \$2.50 per typed double-spaced page/\$4 for typed single-spaced or handwritten pages, increasing depending on size, formatting needed, and legibility of handwriting. Please send me a couple sample pages, let me know the length of your document, when you need it returned to you, and I will reply promptly with a rate, discount for large projects, and will work with you to best meet your needs.

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Please note: I only type hard copies. I do not transcribe audio or video.