

Greenleaf Project Management Editing & Copy Writing Services

Basic Proofreading

Includes checking and correcting common errors: apostrophes, capitalization, comma usage and splices, grammatical mistakes, possessives, punctuation, quotations, run-on sentences, sentence fragments and lengths, spelling, subject-verb agreement, and tenses.

Rates are dependent on turn-around times:

1 calendar week or more\$3.50 per page*

3-calendar days.....\$5.00 per page

2-calendar days.....\$7.50 per page

Next Day\$10.00 per page (up to 20 pages)**

* A “page” is defined as approximately 300 words. To determine page count, check the document word count and divide by 300. The page count is determined by the number of words submitted, not the number of words in the final proofed document.

** Next Day service can only be guaranteed if the document is received by the proofreader by 8:00 AM pacific time on the submittal date.

Comprehensive Editing & Analysis

Comprehensive editing includes basic proofreading, but also includes suggestions to enhance the readability and flow of the document. This could include suggestions on word choice, phrasing, flow, perspective, audience appropriateness, theme, style, organization, etc.

Rates for comprehensive editing are dependent on the project scope and are negotiable. Please contact us to discuss your project.

Copywriting

\$40 per page (300 words) with one calendar week delivery

\$50 per page 3-day delivery

\$60 per page 2-day delivery

\$75 per page next day delivery