



Forma Verba

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Thank you for your interest in Forma Verba! I offer proofreading services for court reporters while aiming for ultimate accuracy, readability, and clarity in transcript production. This sheet breaks down my rates, policies, and process. Please feel free to [get in touch](#) should you have any questions. I look forward to working with you!

Rates & Turnaround		
Standard	2 business days (48hrs)	\$0.45 per page
Rush	less than 48 hours	\$0.60 per page
Expedite	less than 24 hours	\$0.80 per page

- Rates are based on transcripts with up to 25 lines per page. Additional lines are calculated to reflect the 25-line page rate.
- Rate quotes are for thoroughly scoped copy. Transcripts with 70 percent or more corrected pages are subject to an additional \$0.10 per page. I will notify you when these determinations are made.
- Please contact me for audio, rough transcript, and agency rates.

Turnaround Time

- Turnaround time is based on when the file is received. Files submitted after 5:00 p.m. Eastern will be considered received at 5:00 a.m. Eastern the following business day unless prior arrangements are made.
- Weekends and major holidays are not included in turnaround for the standard rate. Jobs required during these times are subject to rush rates.
- If you are working on a rush or a long transcript (200+ pages), please give me a heads up to make sure I can accommodate you. Sending the transcript in pieces as it is completed is appreciated and ensures a smooth turnaround.
- I operate Forma Verba from Central Portugal (Greenwich Mean Time, five hours ahead of US Eastern Time Zone). This gives an edge for meeting early deadlines. However, I may not always be available for correspondence after hours of operation.

Method

I currently offer proofreading in PDF annotation software (corrections made directly on the document) or MS Word using track changes. When submitting jobs, please send in PDF or MS Word files along with the date and time (including time zone) you require it back.

For PDF, only the corrected pages are returned unless all pages are requested. Annotations will appear in red text and yellow highlight; please use the latest version of Adobe Acrobat to ensure all corrections are indicated.

My goal as your proofreader is to help you produce your best transcript copy. I check for errors, clarity, and readability all while keeping to your style preferences.

Some of the things I check for as I proofread your transcript include:

- Punctuation
- Capitalization (names, titles, and references)
- Spelling (including names, brands, and medications)
- Words (transposed, homophones, missing, and repeated)
- Numbers (correct expression)
- Formatting (proper alignment, correct spacing between lines and words)
- Q's and A's; bylines
- Consistency (names, dates, terms, and style; cross-reference exhibits and index)
- Context (flagging phrases that read weird)

I offer a brief consultation to get to know your style and concerns. You may also fill out a preference sheet and provide a final transcript so I can get to know your preferences better. My resources include *Morson's English Guide for Court Reporters*, *Court Reporting: Bad Grammar/Good Punctuation*, and *The Gregg Reference Manual*.

Billing and Payment

- Invoices are emailed at the beginning of the month for all work done the previous month. Payment is expected within 30 days of receipt.
- New clients are invoiced upon completion. Payment is due within a week or before new work is submitted. I ask new clients to please pay for their first couple of jobs before being placed on the billing cycle.
- Payments can be made directly from the invoice with a credit card or through Google Pay, Zelle, and PayPal under formaverba@gmail.com.
- Work may not be accepted by clients with outstanding invoices. A late fee of 10% of the total balance will apply to invoices 15 days past due. After that, the late fee will apply at the beginning of each month until payment is made.