**Writing/Proofreading/Copyediting/Rewrites**



*Don't get caught looking unprofessional! Have your writing checked!*

Proofreading of letters, articles, websites, blog posts, transcripts, etc. Especially suited to:

* ***business professionals***
* ***writers***
* ***completing paperwork for those for whom English is an additional language (ESL/EAL)***

HOW?

Proofreading and editing from MSWord document sent by email attachment.

A marked-up copy and final copy are returned in most cases. Two to five day turnaround in most cases.

**Payment by PayPal Invoice**

WHAT IS INCLUDED?

**Article**

* Unique article, buyer retains full rights
* Full rights allow buyer to add or change to suit and add their own name, if desired
* Buyer should supply details on what they want included, purpose of the article, and desired tone
* See below for re-write option

**Website Blurb**

* Buyer can provide link to existing site or rough draft of what they want included
* Website blurb is usually something buyer will use on their website, example landing page information
* This can be as small as a 25 word piece to more

**Proofreading**

**Checking/Correcting:**

* Spelling
* Typos
* Grammar
* Sentence Structure
* Punctuation
* Format Consistency
* Numerical Sequences

**Copyediting/Rewriting**

**Includes:**

* As in proofreading above, plus
* Light or heavy changes to improve clarity and fit for purpose
* Rewriting text
* Reorganizing or restructuring for flow
* Tightening wordiness
* Correcting run-on sentences
* Changing from passive to active where possible
* First draft provided by the buyer.