



Standard	Within 3 business days	\$0.50 / page
Rush	Within 2 business days	\$0.65 / page
Expedite (check my availability)	Within 1 business day	\$0.85 / page
Urgent (check my availability)	Less than 12 Hours	\$1.15 / page

Format. Please send fully-scoped transcripts in PDF format.

Turnaround time and rates. Please specify which turnaround time you'd prefer when sending a job.

- Business days are Monday-Friday, 8am – 6pm
- Limited weekend availability. Saturday and Sunday are billed as one business day in total.
- Files received after 6pm CST are deemed received at 8am CST the following business day.

Communication. I will always respond to confirm receipt of your transcript. If you have not received an email or text confirmation, please call or text me at 469-328-8564.

Please let me know in advance if a longer job (north of 150 pages) is coming down the pipeline for planning purposes, so I can be sure to be available for you.

Invoicing. Invoices are sent on the 1st and 15th of the month and are due within 15 days. New clients will receive an invoice upon completion of the job, payable within 7 days.

Preferred payment is via Zelle or Venmo, but credit cards and PayPal are also accepted.

As with all new relationships, it takes time to get to know each other. It may take 3-6 transcripts for me to get to know your style and preferences. I offer a sheet to help with that, or we can simply get to know each other as we go. I am excellent but not perfect. 😊 Always feel free to let me know if you prefer something done a different way (or even if I miss something). Helping you look your best is the purpose of my work!

Robin van der Merwe

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