

PROOFREADING SERVICE - WHAT I DO

This service covers a thorough review of the document for correct grammar, spelling, punctuation, and word usage (i.e. light editing). It does not include the full Editing Service (with edit and rewrite benefits). Dependant on document type, the following aspects are addressed to ensure Professional, Premium Standards are met:

- Correct grammar, spelling, punctuation, and word usage
- Unnecessary duplication and repetition
- Consistency of format and layout, font types and sizes
- Consistency of terminology, capitalisation, hyphenation, italics, spelling, abbreviations, and number forms
- Consistency of Tables, Lists and Figures

To ensure your document is the best it can be, all documents are given at least two proofreads.

All changes are clearly indicated using MS Word “Track Changes”, for review and acceptance by the Customer. Where appropriate for clarity, “comments” are included.

General Approach to Work

Document Formats and Handling

1. Work is done primarily using Microsoft® Word “document” files. Special arrangements can be considered outside of this preference (on per job basis).
2. Being mainly an online business, document files are transferred electronically via the Internet. Special arrangements can be considered outside of this preference (on per job basis).

Project Planning

1. In accordance with the scope of work required, brief “project planning” will be discussed and agreed with the Customer. This can address the following level of detail:
 - a. Scope of work (including Price – Estimated or Fixed);
 - b. Schedule – Estimated or Fixed (including Payment Schedule);



- c. Work approach and Deliverables;
 - d. Formats and Handling.
2. Work is progressed in accordance with the “project planning” agreed with the Customer, with updates on progress (as applicable).

Carefully proofreading (and light editing), I will ensure your work is the best it can be!

Contact

Email: jonny@jonnywrite.com

Mobile: +27 083 261 5724

Location: Noordhoek, Cape Town, South Africa