

AVA

Allied Virtual Assistance

Suite 352, 11 Bermudiana Rd., Pembroke, HM 08, Bermuda • Phone: (441) 336-7000
 Email: assistmeava@gmail.com • Website: www.ava.bm

Proofreading and Copyediting Packages (Charged by the word)	BASIC Proofreading only \$	STANDARD Proofreading + Baseline Copyediting \$\$	PRO Proofreading + Heavy Copyediting \$\$\$
Grammar and usage errors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spelling and punctuation errors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical errors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Consistency of parts and mechanics	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Close collaboration w/author	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Query unusual words that the audience may not be familiar with	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Accurate attribution of quotes and other material	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Inconsistencies and discrepancies in content	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Clarification of ambiguities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fix issues with wordiness, structure and organization ("flow")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Streamline or revise figures of speech, redundancies, euphemisms, hyperbole, jargon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tone and sensitivity check	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revisions rechecked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 documents returned: Tracked w/changes, and Clean (changed)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Turnaround time requested (business days)*			
5+ days	included	included	included
3+ days	+\$	+\$	+\$
2+ days	++\$	++\$	++\$
24hr	+++ \$	+++ \$	+++ \$
Special requirements—if you are not a native English speaker, if we need to localize from US to UK or vice versa, if we need to follow a style guide other than CMOS, or if there are other very detailed requirements	++\$	++\$	++\$
*Note: certain turnaround times are not always available depending on workload and the scope of the project. We will confirm on request.			