



PROOFREADING FIRM
Let's proofread it...You're not alone.

FAQ:

Q What does a proofreading service do?

We endeavour to find, and correct/minimise mistakes in the text where feasible.

Q. Is it necessary to have my written text edited before printing?

Yes, to make your written text (draft) better, e.g., by enhancing clarity, effectiveness and precision of your words and sentences.

Q. Which subject areas do you cover?

We often assign your proofreading or editing work to a specialist or someone with a keen interest in your field.

Q. Do you provide a FREE quote?

Yes, for fairness, competitiveness, value for money and peace of mind, we do provide a free no-obligation quote to our clients if need be.

Q. Will you provide a FREE sample of a proofread portion of my document with the quote?

Yes, but dependent on your word count. We reserve this discretion.

Q. Which format should I submit my document to you?

We prefer you submit your file in a Microsoft Word Format.

Q How do I submit my file to you?

You should submit your file via the Submit icon as seen on www.proofreadingfirm.co.uk

Q. How long will it take to return my document to me?

We provide a competitive, prompt (fast track) and personalised service dependent on your preferred timeline for the completion of your document (task). Please contact us via info@proofreadingfirm.co.uk

Q. How do I PAY you (The ProofreadingFirm)?

Through debit/credit card and PayPal.

What % do I have to PAY before your start my work?

We take 50% before we START the project and the rest on COMPLETION of the project before we submit (return) it to you.

Q. What is your availability, and do you work during evenings and weekends?

We are a 24/7 proofreading/editing firm. We are devoted to providing a prompt response to your query.

Q. Are you committed to confidentiality?

Yes, this is fundamental to our practice.

Q. What file formats can I send?

We prefer a Microsoft Word Format.

Q. Is this ok with my university to have my essays and my thesis proofread?

Third-party proofreading and editing are often common practice and allowed by most universities.

Q. What qualifications do your editors have?

Our highly experienced, knowledgeable and professional editors and proofreaders hold postgraduate degrees and numerous professional certifications such as Doctorate degrees from renown world-class Universities, e.g., in The United Kingdom, The United States of America, Canada, France, Germany.

Q. What type (s) of documents do you proofread, edit or accept?

Our professional team has substantial knowledge and skills on **Academic Proofreading/Editing** such as Essays, Dissertations, Theses (PhD theses) Assignments, Coursework, Journal Articles and **Commercial Proofreading/Editing**, for example, Web Contents, Reports (e.g., Financial, Legal, Market/Sales reports), White papers, PowerPoint presentations, Brochures, Blogs, Proposals, Corporate Annual Review.

Q. Do you offer a guarantee?

Although rare, if there are any unforeseen human error(s), we will assign your document to another well-qualified specialist editor or proofreader if need be.

Q. Who can submit their document to The ProofreadingFirm?

Everyone, for example, Students, Academics, business/government representatives (clients).

Q. Would I be able to see the changes you have made on my document?

We often use Microsoft office Word **TRACK CHANGES** or otherwise as agreed with the client. If editing, we make comments while noting corrections and errors.

Q. Why choose The ProofreadingFirm?

Our professional proofreaders and editors are distinguished academic and commercial experts in their respective field. We get the work done promptly as agreed while enhancing clarity, coherence and consistency. Our unique personalised but competitive service offers value for money while maintaining high-quality standards.

Q. Is my information safe with you?

We are committed and abide by strict confidentiality. Contact us if need be to find out more about our NDA.

Q. Who uses your proofreading and editing services?

We have a wide range of high-end clients such as students, academics, business owners, web designers, writers, journalists, policy analysts, web-content designers/writers.

Q. How intensive are the document checks undertaken by you (The ProofreadingFirm)?

We have a 10 to over 101 essential point checks depending on the quality of the text and your chosen/ agreed option(s).

Q. Do I have to be with you when you are proofreading my document?

No, you send your document, we give you a quote, if we mutually agree to the terms and conditions, you pay the 50% at the start and the rest at the mutually agreed end date then we return it to you. If you have any issue(s), we may agree to make reasonable adjustments if need be or renegotiate the deadline and/or fee if additional work is needed/contrary to the preliminary brief.

Q. It is possible to speak directly with your professional proofreaders?

No, to ensure our clients' confidentiality, we rarely do such but are always happy to liaise with them if the need arises.

Q. Could I send some parts of my work to be proofread?

Yes, but we often encourage the submission of the whole document to avoid incurring further fees accrued on a chapter by chapter submission.

Q. Do you proofread documents from other countries apart from The United Kingdom – England?

We have undertaken projects (are working) with students, academics and commercial clients from The UK and in over 110 countries around the world.

www.proofreadingfirm.co.uk