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Structured Harmony Editing (SHE), LLC – 2018 Rates

SERVICES	BEST FOR...	WHAT'S INCLUDED	RATE PER HOUR*
Proofreading	Already polished documents needing a quick read/review for minor errors	<ul style="list-style-type: none"> • Proofread for punctuation, spelling, grammatical errors, tense, & awkward phrasing 	\$50/hr.
Document Re-Formatting	Unpolished documents needing a re-format to improve document appearance and presentation	<ul style="list-style-type: none"> • Standardize fonts, font sizes, margins, orientation, & page numbers • Fix line spacing • Add/customize tables, lists, bullets, & page numbers • Fix any glaring issues • Apply a consistent look across the document • Set page/section breaks, columns, headers, footers • Generate/style the table of contents, list of figures, & list of tables • Size, crop, rotate, wrap, & place images • Apply figure & table numbers, captions, & cross-references • Generate/style headings, lists, and numbering • Set up table styles to clearly present data • Create text boxes and footnotes 	\$60/hr.
Editing	Documents needing an in-depth, line-by-line edit to make sure structure, writing, content, and word choice are clear	<ul style="list-style-type: none"> • Proofreading service • Document Re-Formatting service • Copyedit for content, structure, wordiness, redundancy, logic, transitions, writing style, & tone • Reorganization of sections, paragraphs, & sentences if necessary 	\$65/hr.
General Proposal Support	Organizations needing general proposal support	<ul style="list-style-type: none"> • Transfer of data to templates, quality checks, Q&As, organizing files, production, proposal schedule, etc. • Does not include proposal management support 	\$70/hr.
Extensive Editing / Rewriting	Documents needing a more aggressive edit or extensive rewrite	<ul style="list-style-type: none"> • Substantive edit, including rewriting sections of the document drawing from existing content • Includes conferences & client interviews as needed 	\$75/hr.
Proposal Outline & Template	Organizations needing an initial proposal outline and formatted template based on RFP requirements	<ul style="list-style-type: none"> • Read and analyze RFP for all proposal requirements • Develop compliant proposal outline, inclusive of all necessary requirements • Develop proposal writing template (in Microsoft Word) from compliant outline using client's marketing scheme (logo, colors, document, etc.) 	\$75/hr.
Proposal Compliance / Color Team Review	Draft proposal documents needing a review for compliance with RFP requirements	<ul style="list-style-type: none"> • Read and analyze RFP for all proposal requirements • Review draft proposal documents for compliance • Provide detailed recommendations on how to make proposal documents compliant and improve overall proposal quality 	\$85/hr.

*Services may be combined or split, which may result in a different rate. Email structuredharmonyediting@gmail.com or visit www.structuredharmonyediting.com today for a free estimate!

Rate Schedule in effect for the period from January 1, 2018 through December 31, 2018