

# PROOFREADING & EDITING

<b>First Name</b>	
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<b>Phone Numbers (no gaps)</b>	
<b>Email Address</b>	
<b>Type of Document</b>	
<b>Word Count</b>	
<b>Plan</b>	
<b>Deadline (in days)</b>	

## **Our approach:**

- 1>** You send your document by Email as a Word or an InDesign document along with this form filled up.
- 2>** You receive an Email about the price along with a suggested plan.
- 3>** You pay the fees cash at school, or to our bank account and send the receipt.
- 4>** We start proofreading and editing your document as soon as you pay the fees.
- 5>** Your proofread and edited document will be sent to you within deadline.
- 6>** If you want more revision and editing one on one, we'll schedule an appointment for you.

**“For research papers, research content is not our responsibility.”**