

## Specimen Contract Offer for Proofreading Services

Dear Mr John Smith,

Thank you for submitting for proofreading your document "sample.doc" on 05<sup>th</sup> June 2007. I have successfully opened the document and find that it is titled "Sample document".

I am pleased to confirm that I am able to accept this work for proofreading. My analysis is as follows:

- **Words in length:** 5,216 (excluding words in numeric tables, figures and graphs);
- **Standard of written French:** generally very good (excluding spelling and punctuation errors).

The rate to be applied is: **£6.00 per 1,000 words**  
The total cost for proofreading this work will be: **£31.97**

The completed work will be returned to you by e-mail within a maximum of ten working days from the date your payment is cleared by my bank.

The following offer of contract is open for five working days from today's date: 07<sup>th</sup> June 2007.

I will commence work as soon as your payment has been cleared by my bank (this can take three to five working days). I will confirm receipt of your payment as soon as it is received.

You can pay by credit/debit card via PayPal, cash, postal orders and cheque (UK banks only). Cheques and postal orders should be made payable to "N. Zine". There is a processing fee of 4% for payments made through PayPal.

### ***How to proceed:***

- If you would like me to proofread your work you simply need to arrange payment as detailed above. Please email me at [info@nzlanguages.co.uk](mailto:info@nzlanguages.co.uk) to let me know that you have either sent a cheque/postal order or wish to pay by debit/credit card via PayPal. I will confirm receipt of your payment and commence proofreading your work as soon as the payment has cleared. I remind you that by accepting my services you are agreeing to the Terms and Conditions for Proofreading Services.

- If you do not wish to proceed, you do not need to do anything, as this offer will simply lapse in 5 working days.

If you have any further questions, please do not hesitate to contact me by email ([info@nzlanguages.co.uk](mailto:info@nzlanguages.co.uk)).

Thank you again for your interest in my proofreading services.

Yours sincerely,

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