

Specimen Contract Offer for Proofreading Services

Dear Mr John Smith,

Thank you for submitting for proofreading your document "sample.doc" on 05th 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: 07th June 2007.

50% of the fee is to be paid when you accept the Contract offer. I will start the work upon receipt of your payment. The remaining 50% is to be paid when the work is complete. I will send you an invoice. The fee is not refundable.

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 to let me know that you have either sent a cheque/postal order or wish to pay by debit/credit card via PayPal. 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).

Thank you again for your interest in my proofreading services.

Yours sincerely,

Nora Zine
sole proprietor
nzLanguages
Language Services