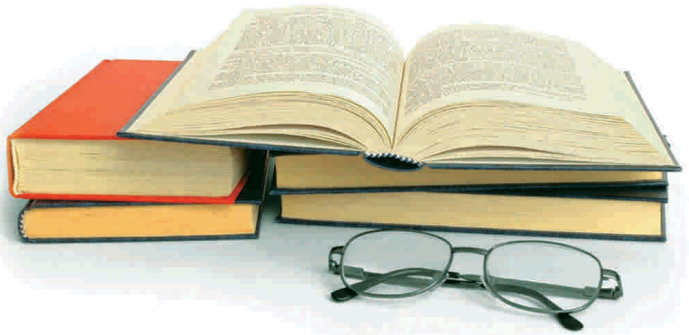


Nancy Simonds Communication, LLC

Proofreading your own work is like removing your own tonsils—possible, but painful.
—Anonymous



Proofreading Services

Working with the typeset or graphically designed piece, I correct any grammar, word choice, and spelling errors made by the author or copywriter.

I also look for errors inadvertently introduced during the design stage, such as: inconsistencies with typeface and size; misalignment; incorrect word division; incorrect spacing; inconsistencies with formatting of titles, headings, and subheadings; errors in captions, charts, illustrations, page numbering; discrepancies in table of contents.

I also comparison proofread two documents, if needed.

I proofread:

Web sites

Summary Plan Descriptions and benefit brochures for insurance companies

Marketing and promotional materials for all industries

Annual reports for companies and nonprofit organizations

College theses and reports

Valuation reports for accountants

Manuscripts

Books in final layout

Although I love to proofread most anything, my most fun project was proofreading *Trivial Pursuit* cards for Hasbro!

Qualifications

Besides having a degree in English, I completed a certificate program in proofreading and copy editing at St. Joseph College in Hartford, Connecticut, and have been proofreading professionally since 2002.

Fees

Fees depend upon the nature of the work. Highly technical work, dense charts, graphs, and numerical content, and comparison proofreading take more time than straightforward copy and, therefore, are priced higher.

Estimates

With a few sample pages, I can give a fairly accurate estimate of my time and fees for proofreading.

**P. O. Box 44
South Windsor, CT 06074
(860) 254-5914
nancy@simonds.com
www.simonds.com**