



# Nancy Simonds' Proofreading Services

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

—Anonymous

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

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

## I proofread:

- Summary Plan Descriptions (SPDs) and benefit brochures for insurance companies
- Web sites (checking links as well as copy)
- Marketing and promotional materials for all industries
- Annual reports for companies and nonprofit organizations
- Theses and dissertations for master's and PhD degree students
- Valuation reports for accountants
- 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. With a few sample pages, I can give a fairly accurate estimate of my time and fees.

*Contact Nancy to discuss your writing, editing, or proofreading project!*

## Nancy Simonds Communication, LLC

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