

# SERVICES OFFERED



## Proofreading

- Spelling, grammar and punctuation checks
- Minor formatting adjustments
- Consistency in language and tone



## Document formatting

- Ensuring consistent style and layout
- Applying institutional or publisher formatting guidelines
- Formatting headings, tables, figures and citations
- Adjusting spacing, margins and indentation for a professional look
- Creating or refining tables of contents, lists of figures



## Corporate & non-profit writing

- Clear, persuasive writing is essential for securing funding, building partnerships and driving impact.
- I craft compelling proposals, grant applications and reports tailored to corporate and non-profit needs - ensuring clarity, professionalism and a strong case for support.
- Whether you're seeking funding or refining your message, I help you communicate with precision and purpose.



## Copyediting

- Sentence structure improvements
- Clarity, flow and readability enhancements
- Light rewriting for coherence
- Adherence to style guides (Harvard, APA, Chicago)
- Appropriate use of idioms, style and tone
- Reference checks to meet style guide requirements (without verifying accuracy)



## Substantial editing

- Structural and logical improvements
- Improving argumentation and overall readability
- Ensuring clarity of expression and coherence
- Providing editorial suggestions on restructuring where necessary
- Formatting for consistency in headings, figures, tables and overall layout

**READY TO ENHANCE  
YOUR WRITING?  
GET IN TOUCH  
TODAY!**



Prepared by  
Lara Hierro |  
[www.larahierro.com](http://www.larahierro.com)

## PRICING STRUCTURE

- Pricing varies based on word count, complexity and deadline.
- Contact for a personalised quotation.
- Large projects may require an upfront deposit.



### Payment Terms

- Payments accepted via bank transfers.
- Invoices issued on project confirmation.
- Full payment due before final delivery (or milestone-based for larger projects).

## HOW TO GET STARTED

- Send your document (Word format preferred) with details: word count, editing level, and deadline.
- Receive a quote and estimated turnaround time.
- Confirm service & payment to begin the editing process.



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## TERMS OF SERVICE



### Confidentiality

- All client documents are treated as confidential.
- Files are stored securely and never shared with third parties.
- If required, a non-disclosure agreement (NDA) can be signed on request.
- As a member of the Professional Editors' Guild (PEG), I adhere to their Code of Conduct, which includes maintaining strict confidentiality, handling all client documents with care, and upholding high professional standards.



# TERMS OF SERVICE CONT.



## Turnaround & delivery

- Turnaround times are estimated based on the project scope and confirmed once the quotation is accepted. While every effort is made to meet deadlines, delivery may depend on timely client communication and payment.

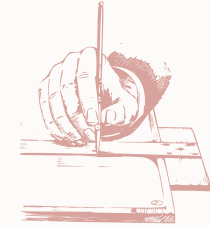


## Revisions

- One round of minor revisions is included if requested within five working days of delivery.
- Major revisions or changes in scope may incur an additional fee.

## Cancellations & refunds

- If a project is cancelled after work has begun, a fee may be charged based on the portion already completed.
- Full refunds are not offered once editing has started.



**‘In good writing, words become one with things.’**  
— Ralph Waldo Emerson, *The Poet*



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