

## A P P E N D I X I

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# Publisher's letter

Here's an example of the kind of letter you might receive when you have completed *The Pocket Book of Proofreading* course, or some recognised form of training, and have started looking for work. This one is from a publisher in London.

*Dear Stephanie,*

*We're currently in the process of recruiting freelance proofreaders and, as your details are on our file, wondered whether you would be interested in this type of work. We do have proofreaders we use quite often so would not necessarily be able to guarantee regular amounts of work but we are currently finding that we do have not have enough freelancers to cope with demand.*

*The way we normally work is to give you a ring on the day that we receive proofs of a book, tell you the extent, subject, date for return, and then negotiate a price if you were interested. We normally work on a fixed price per job (to include return by recorded delivery), rather than by an hourly rate. Some jobs are put out by hourly rate and our rates are currently £17.50 per hour.*

*We would normally allow 2–3 weeks for any job, again depending on the urgency and length of the proofs involved, and would expect you to check the proofs against the original manuscript and correct any typographical errors and inconsistencies in style or spelling.*

*If you would be interested in working with us and would like further details, I would be pleased to hear from you, indicating your preferred subject areas.*

*Yours sincerely,*

**JEANETTE SMITH**  
*Assistant Editor*