

## PROOFREADING

## BASIC EDITING

## ADVANCED EDITING

<p>Your document will be checked for:</p> <ul style="list-style-type: none"><li>• typos</li><li>• errors in grammar</li><li>• errors in punctuation</li><li>• errors in spelling</li><li>• errors in wording</li><li>• errors in formatting</li></ul>	<p>Your document will be checked for:</p> <ul style="list-style-type: none"><li>• typos</li><li>• errors in grammar</li><li>• errors in punctuation</li><li>• errors in spelling</li><li>• errors in wording</li><li>• errors in formatting</li></ul> <p>Your document will be edited for:</p> <ul style="list-style-type: none"><li>• clarity</li><li>• flow</li><li>• logic</li><li>• consistency</li><li>• style</li><li>• tone</li></ul>	<p>Your document will be checked for:</p> <ul style="list-style-type: none"><li>• typos</li><li>• errors in grammar</li><li>• errors in punctuation</li><li>• errors in spelling</li><li>• errors in wording</li><li>• errors in formatting</li></ul> <p>Your document will be edited for:</p> <ul style="list-style-type: none"><li>• clarity</li><li>• flow</li><li>• logic</li><li>• consistency</li><li>• style</li><li>• tone</li></ul> <p>Consideration will be given to:</p> <ul style="list-style-type: none"><li>• overall structure</li><li>• paragraph structure</li><li>• transitions</li><li>• concision</li></ul>
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