

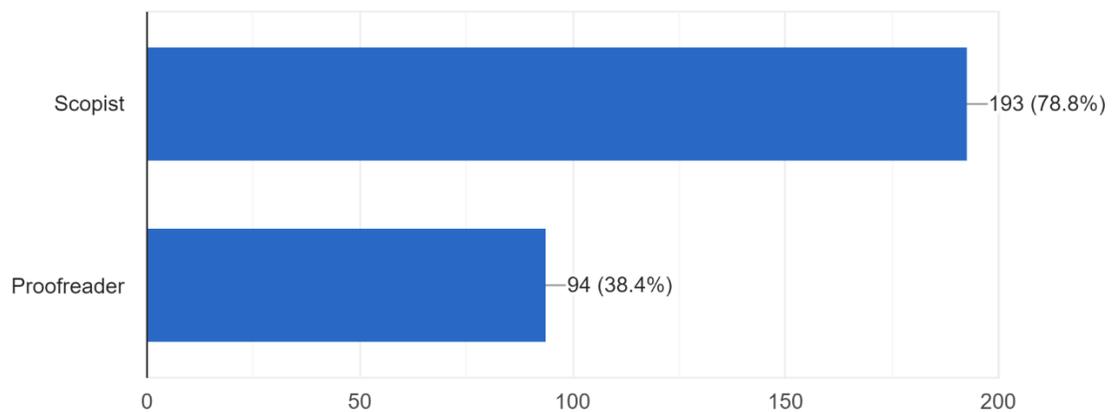
# Scoping & Proofreading Business Survey Results



The following information is the result of a business survey with 245 responses.

I am a... (You may select more than one.)

245 responses



## Responses of time active in profession:

Less than 1 year: 4%

1-3 years: 12%

4-10 years: 26%

11-15 years: 23%

15 or more: 35%

This poll is based on averages of where the rates fall for each category. It is not scientific because different people use different scales in finding their rates and should only be used as a guide. These results are meant as a tool for people to get an idea what other professionals are charging for the same services. In order for an amount to be listed, 10 or more people must have said that was their rate out of all who responded.

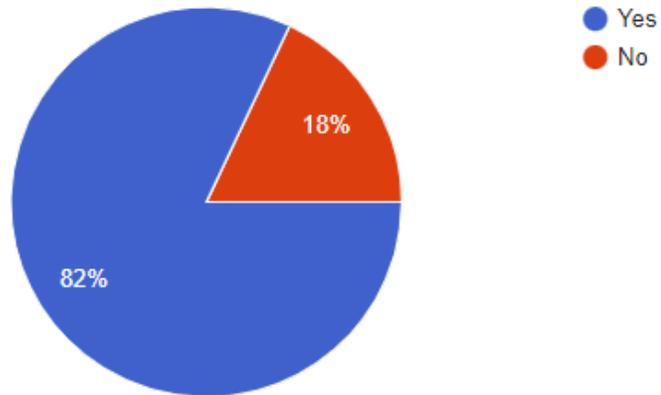
The lowest and highest rates for all questions have been omitted so that better averages may be found. "Average" in this poll means the majority of people charge that rate. Where there are ranges given or two amounts with a slash, an equal amount of people gave those rates. If only one rate is given, that is the rate that most people charge for that work.

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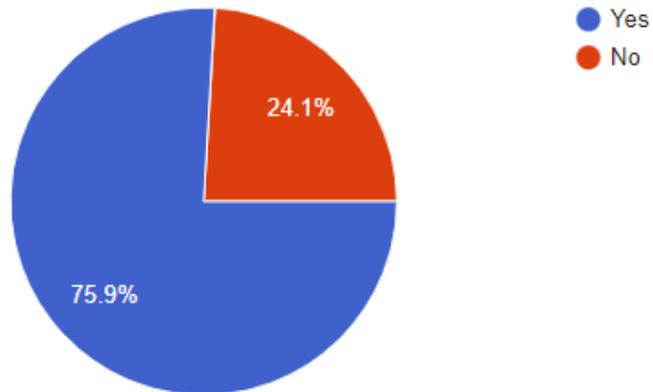
The first group of questions applies to scopists & proofreaders.



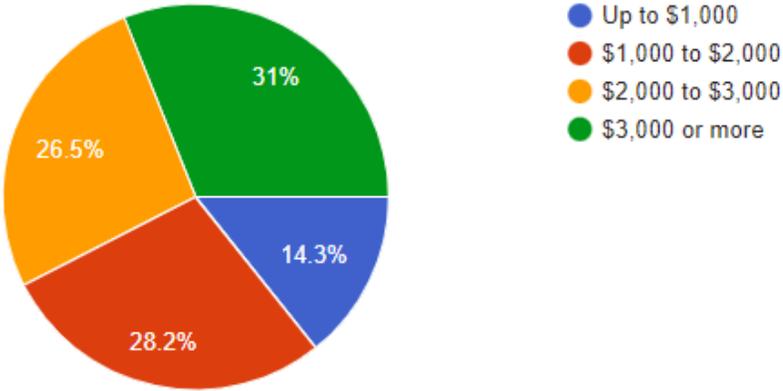
**Do you have formal training (court reporting class and/or scoping program)?**



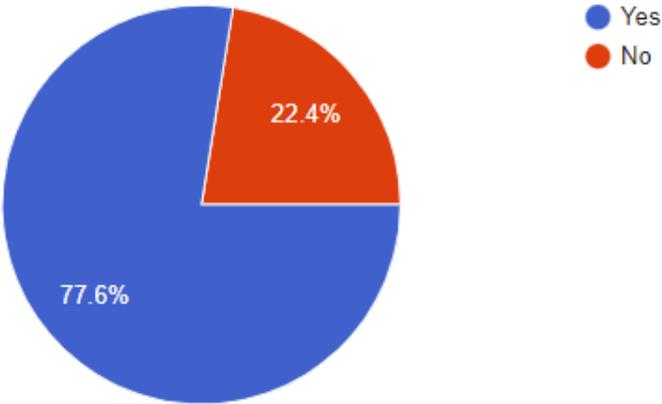
**Is scoping/proofreading your primary source of income?**



**What is your income goal per month?**



**Do you generally meet your income goal?**

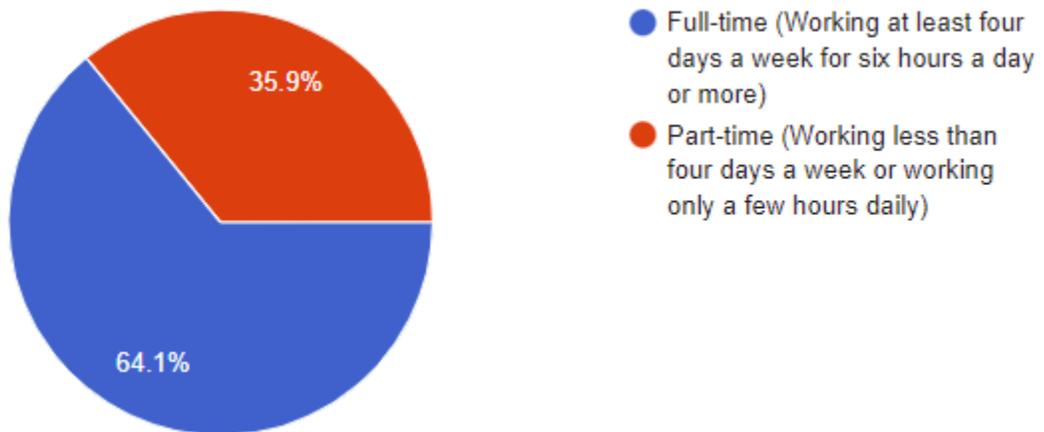


### Do you receive a 1099 from your clients?

Yes – 90.2%

No – 9.8%

### In which group do you generally fall?



### Do you feel like your rates are in line with the industry?

Yes – 89.4%

No – 10.6%

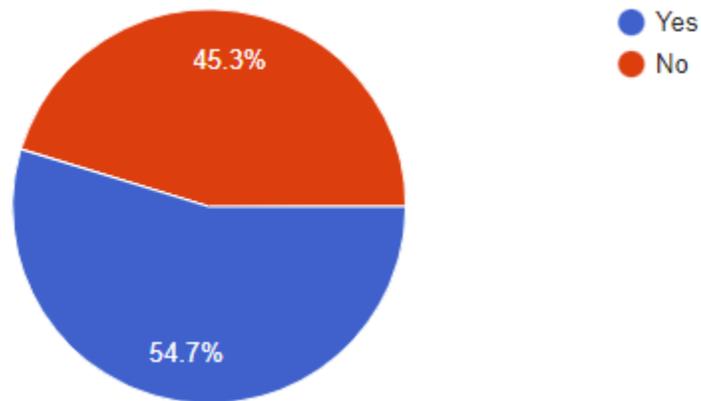
## How many hours do you generally work in a week?

The answer to that question was highly variable.

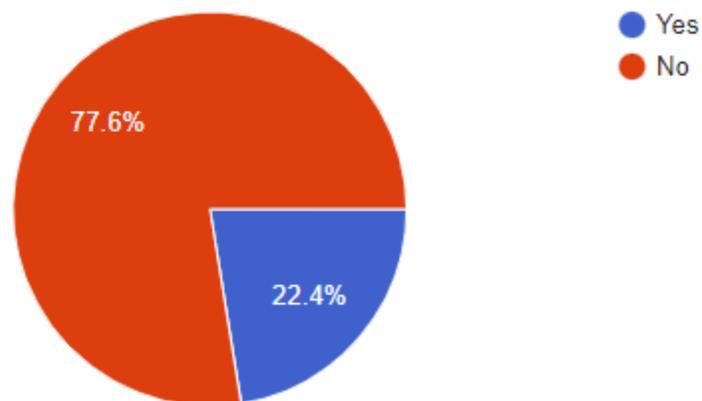
Below is a general breakdown of hours.

|                |                |
|----------------|----------------|
| Under 10 hours | 8 respondents  |
| 11 to 15 hours | 11 respondents |
| 16 to 20 hours | 23 respondents |
| 21 to 25 hours | 21 respondents |
| 26 to 30 hours | 40 respondents |
| 31 to 35 hours | 17 respondents |
| 36 to 40 hours | 72 respondents |
| 41 to 45 hours | 15 respondents |
| 46 to 50 hours | 19 respondents |
| Over 51 hours  | 5 respondents  |
| Unsure         | 14 respondents |

### Do you count weekends in your turnaround time?



### Do you charge more for highly technical and/or heavy medical files?



Of those who answered they charge an additional amount:

| Rate Range (per page)  | Low Rate | Average Rate    | Highest Rate |
|------------------------|----------|-----------------|--------------|
| Additional rate charge | \$0.10   | \$0.15 - \$0.25 | \$0.35       |

There were some people who add a flat-rate charge to the entire file.

### When do you send out invoices to your clients?

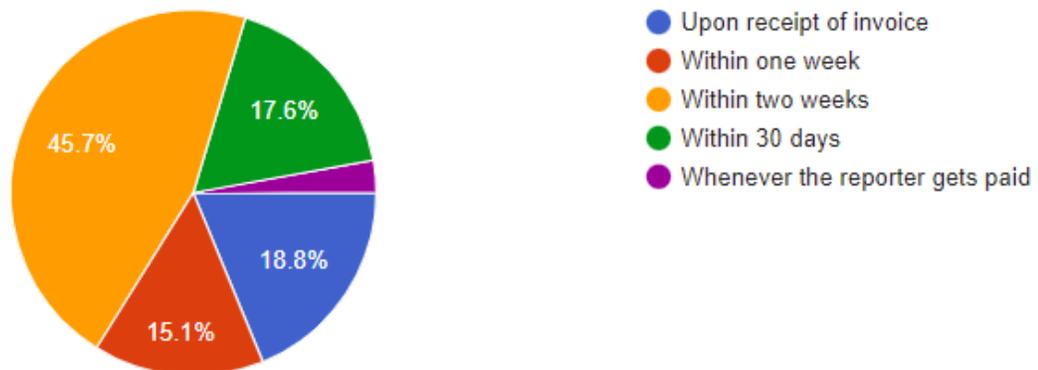
With each job – 25.7%

Weekly – 10.6%

Biweekly – 37.9%

Once a month – 25.7%

### When do you expect payment on your invoices?



### Do you charge a late fee if your invoice is not paid by your agreed-upon terms?

Yes – 26.9%

No – 73.1%

### Accepted methods of payment:

Cash

Check

Credit card via personal merchant account

Money order

Payment within billing software (Quickbooks, Wave)

PayPal, Zelle, Venmo, CashApp, Google Pay

Direct bank transfer

## **The next group of questions pertain only to scopists. Please see below for proofreaders.**

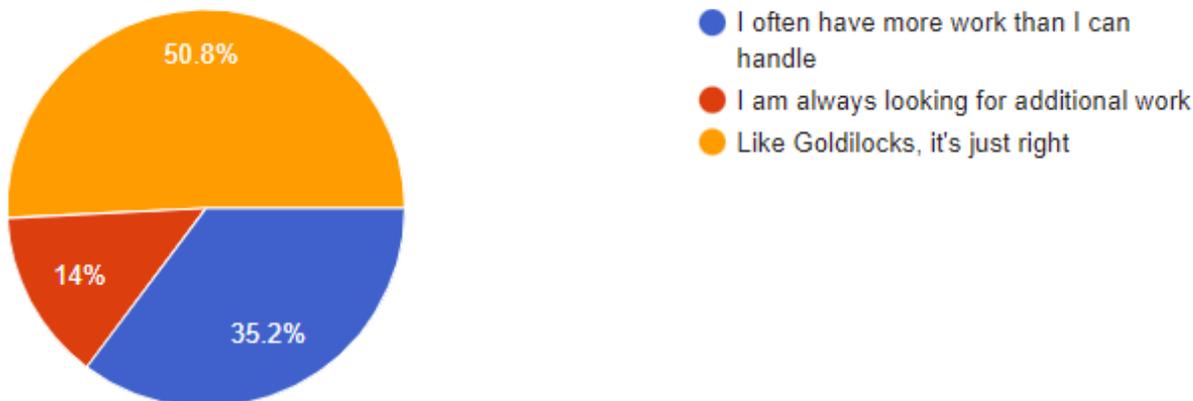
### **Where did you learn about this career?**

Among the many responses given, most people learned about the scoping field via a friend, family member, court reporter, court reporting school or firm, Internet search, another scopist, Facebook.

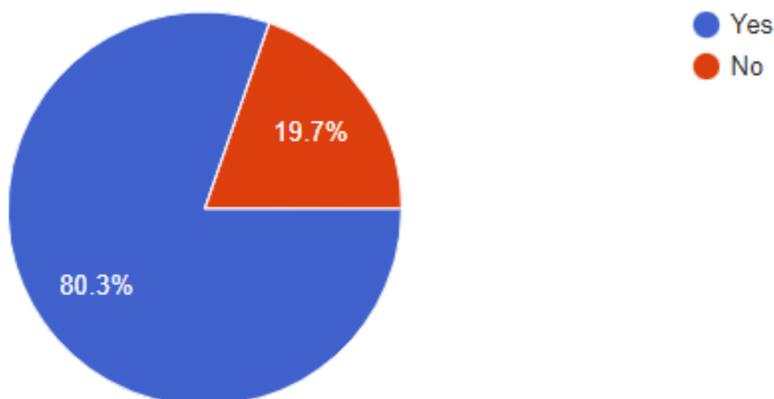
### **Why did you choose to become a scopist?**

- Wanted to be self-employed/own boss
- Flexibility in schedule
- Work from anywhere
- Ability to work while traveling
- Be home with kids while making good money
- Great income
- Second job
- Love grammar
- Enjoy court/legal TV
- Could do from home despite disability
- Exciting
- Variety
- Enjoy editing
- Medical transcription too difficult, boring and/or hard to find work
- Setting own income range
- Diverse
- Didn't want to/couldn't become a court reporter
- Wanted to make money while in court reporting school
- Court reporting career too expensive and/or takes too long to complete
- Retired from one job and wanting to do something else

### When thinking of how much work you have on average, which applies to you?



### Do you know how to read steno?



### If you are working with an EXCELLENT writer, do you discount your rate?

Yes – 12.4%

No – 87.6%

Of the few respondents who did offer a discount for excellent writers, the discount was between \$0.05 and \$0.10 per page.

### Do you charge an additional rate if the transcript grows?

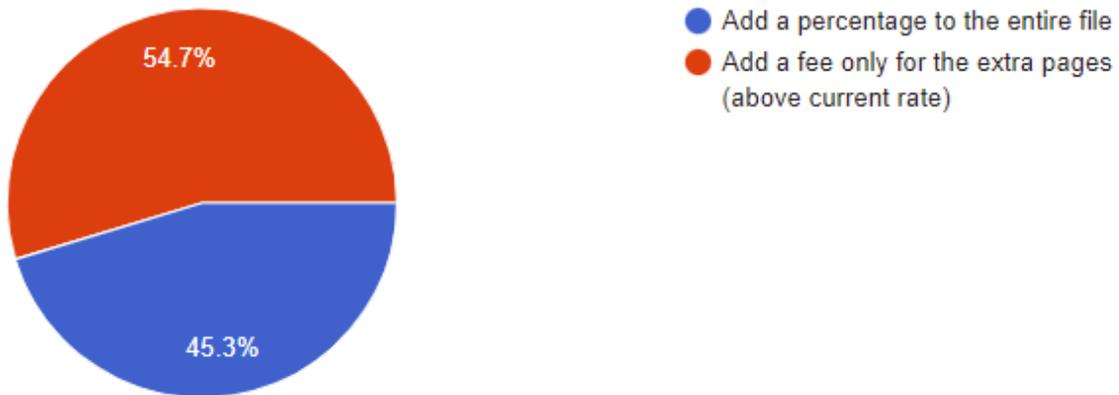
Yes – 59.3%

No – 40.7%

### If you charge an extra rate for page growth, what is the MINIMUM amount of growth that triggers a rate increase?

The average answer to this question is that if the page growth is more than 10% of the total file, an additional fee is charged. Some people said that anything over the addition of 10 pages to the file will incur the new rate.

### How do you generally figure your rate for transcript growth?

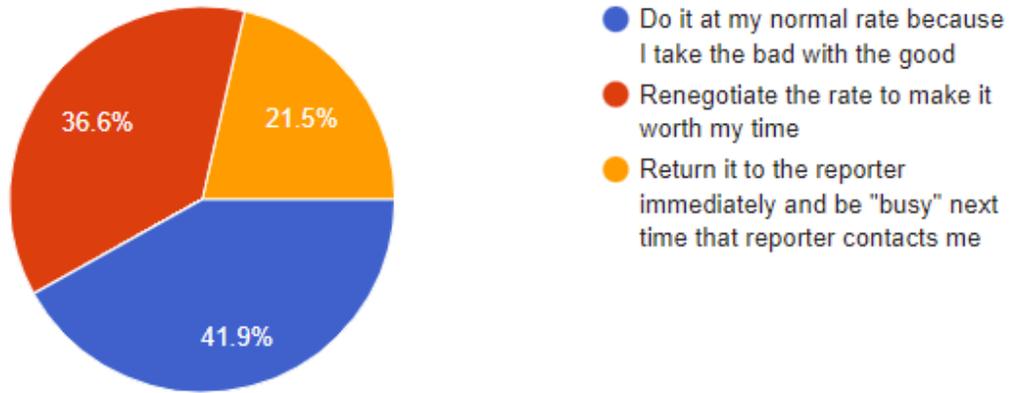


Those using a **percentage** rate charge between 5% - 10% more for the file.

Those charging an additional amount **only** for the extra pages on average charge a rate of \$0.25.

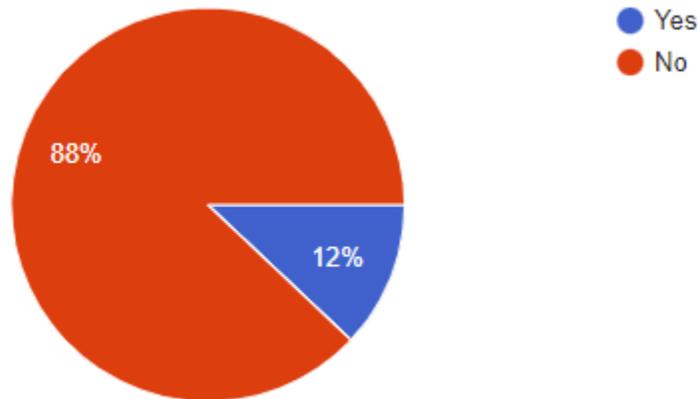
Those charging an adjusted rate for the entire file will add an average of \$0.15 to \$0.25 per page. Many scopists said that if it's obvious that the file is going to grow quite a bit, they renegotiate the page rate or will return the file to the reporter.

**Do you charge a higher page rate for files that contain a large amount of raw steno and/or lots of missing text that must be filled in and/or corrected?**



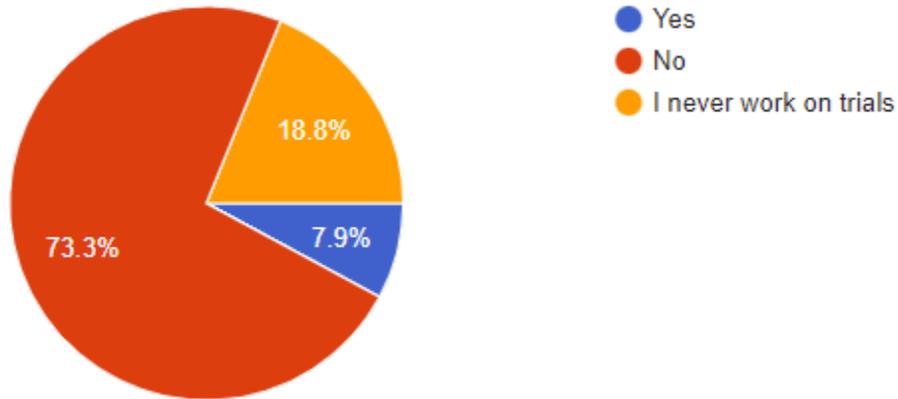
Of those who said they charged a higher rate, the range was \$0.15 - \$1.00 per page. Average additional rate is \$0.50 per page.

**Do you charge an additional rate per page for voir dire (jury selection) and/or wall-to-wall colloquy (opening statements, closing statements, motions, hearings, arbs)?**



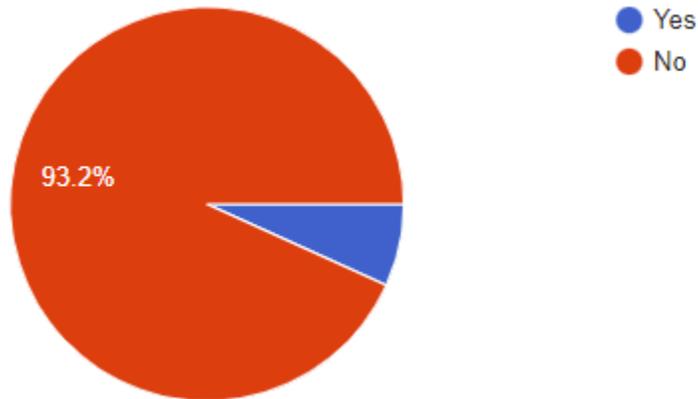
Of those who said they charged a higher rate, the range was \$0.10 - \$0.25 per page. Average additional rate is \$0.25 per page.

### Do you charge more when working on trials versus depositions?



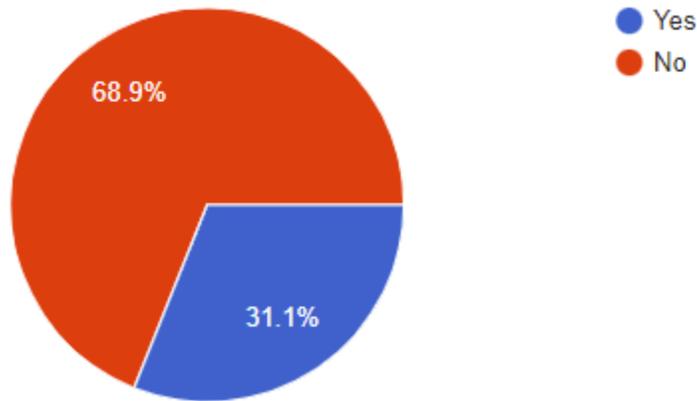
Of those who said they charged a higher rate, the range was \$0.25 - \$1.25 per page. Average additional rate is \$0.25 per page.

### Do you charge an additional rate when working on files with interpreters?



Of those who said they charged a higher rate, the average additional rate is \$0.15 to \$0.25 per page.

## Do you charge more for jobs that are videotaped versus jobs that are not?



Of those who said they charged a higher rate, the average additional rate is \$0.15 to \$0.50 per page.

### Definitions:

*Audiosync* - listening to audio word for word within the CAT system throughout the entire job

*Spot-checking* - listening to audio just in questionable areas of the job

Scopists tend to use a few different formulas to reach their rates. The two most common are:

A) Normal turnaround time of five days = normal rate

Two to four days = normal rate + 50%

Less than one day or next day = normal rate + 100%

B) Normal turnaround time of five days = normal rate

Turnaround time of four days = normal rate + 50%

Turnaround time for three days = normal rate + 65% - 70%

Turnaround time for two days = normal rate + 80%

Anything under 24 hours or next day = normal rate + 100%

### What is your NORMAL turnaround time?

Average normal turnaround time is five days for freelance work, 30 days for trials.

| Poll Question  | Low Rate | Average Rate | Highest Rate |
|--|----------|--------------|--------------|
| <b>What do you charge for normal turnaround work with no audio?</b>                | \$1.10   | \$1.25       | \$1.50       |
| <b>What do you charge for audiosync (full audio) work, normal turnaround time?</b> | \$1.35   | \$1.50       | \$1.75       |

### What is your EXPEDITED turnaround time?

Average expedited turnaround time is anything more than 24 hours and less than three days.

| Poll Question   | Low Rate | Average Rate  | Highest Rate |
|---|----------|---------------|--------------|
| <b>What do you charge for expedited turnaround work with no audio?</b>                | \$1.45   | \$2.00        | \$2.00       |
| <b>What do you charge for audiosync (full audio) work, expedited turnaround time?</b> | \$1.90   | \$2.00/\$2.25 | \$2.50       |

Of those who said their rates were adjusted by days (full audio only):

Two-day turnaround – average rate \$2.50

Three-day turnaround – average rate \$2.35

Four-day turnaround – average rate \$2.25

### What is your DAILY turnaround time?

Daily turnaround is anything less than 24 hours for most scopists.

| Poll Question   | Low Rate | Average Rate  | Highest Rate |
|---|----------|---------------|--------------|
| <b>What do you charge for no audio, daily turnaround time?</b>                    | \$2.00   | \$2.50/\$2.65 | \$3.00       |
| <b>What do you charge for audiosync (full audio) work, daily turnaround time?</b> | \$2.50   | \$2.50/\$3.00 | \$3.00       |

"Immediate Scoping" means that rather than the scopist receiving the file in one piece and having about 24 hours to send it back, the scopist is receiving the file in small increments as the reporter is working throughout the day and is sending them back to the reporter as soon as they are finished or working along with the reporter within the file in realtime via RealTeam or Connection Magic.

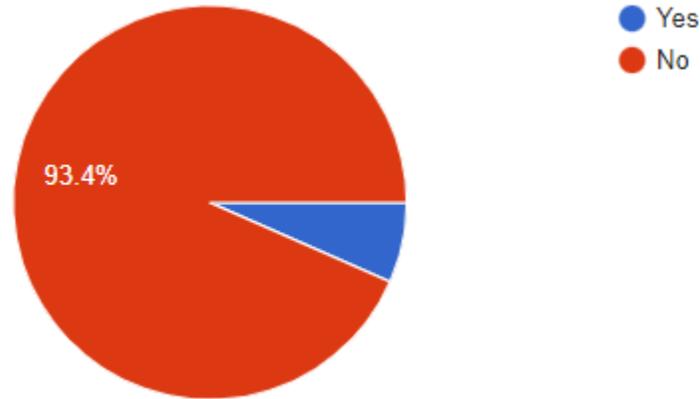
This is more demanding than daily copy and usually means a higher rate.

| Poll Question  | Low Rate | Average Rate | Highest Rate |
|--|----------|--------------|--------------|
| <b>What do you charge for immediate copy work using Dropbox/Connection Magic/RealTeam?</b> | \$2.75   | \$3.00       | \$4.00       |

The average rate for immediate copy with no audio is \$2.50.

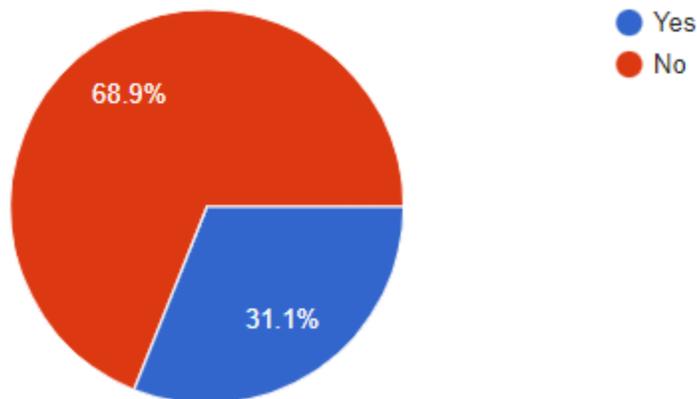
Several people said they charged \$3.00 a page with audio, but they also added an additional hourly or flat rate to the file of between \$10.00 an hour to \$20.00 an hour with a \$50.00 minimum.

**If I've blocked off time for a daily/immediate job and it cancels under 24 hours or less, I charge the reporter a cancellation fee.**



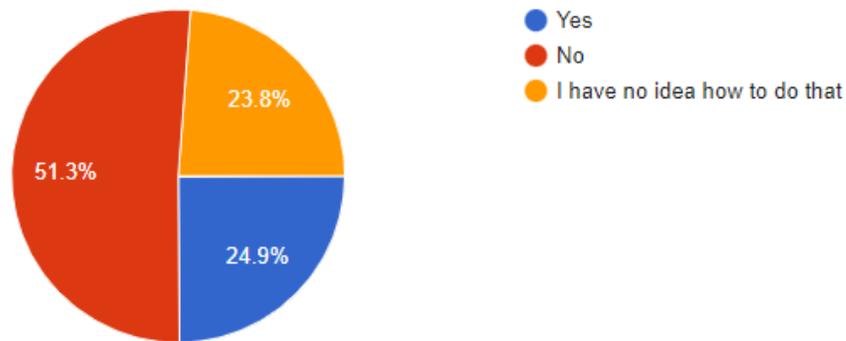
When asked what scopists charge to check questionable areas in a transcript using audio (spot-checking), the majority of scopists responded that this was not something they do. Of the scopists that offer this service, there was no "average" rate.

**Do you charge more for jobs that are videotaped versus jobs that are not?**

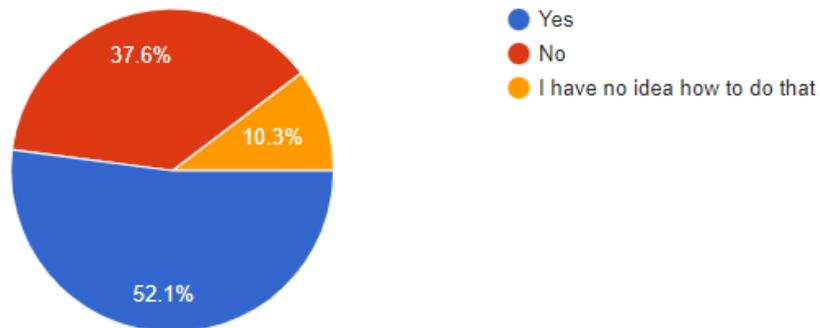


Of those who said they charged more for videotaped jobs, the average charge was \$0.10 to \$0.25 more a page.

### Do you offer indexing for your clients?



### Do you send back job dictionaries to your clients?

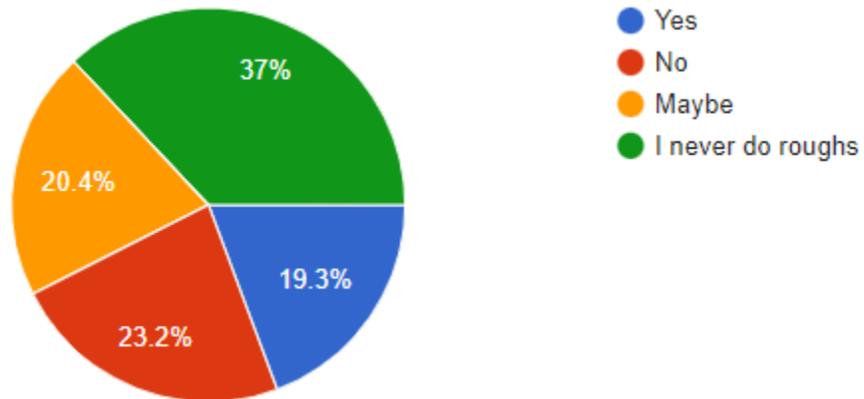


### What do you consider "rough" copy?

|  |              |
|--|--------------|
| <b>Define raw steno</b>  | <b>92.2%</b> |
| <b>Resolve conflicts</b>   | <b>92.2%</b> |
| <b>Read through the entire transcript</b>                              | <b>26.5%</b> |
| <b>Run spell check</b>   | <b>80.7%</b> |
| <b>Check closely for proper formatting</b>                             | <b>18.7%</b> |
| <b>Only fix formatting that jumps out at me</b>                        | <b>57.2%</b> |
| <b>Fix formatting that jumps out as you look over the file quickly</b> | <b>81.3%</b> |
| <b>Fix any errors the reporter has flagged</b>                         | <b>36.7%</b> |

When asked about rates for rough copy, the rates were all over the board. When pulling an average, most respondents charged between \$0.50 - \$0.75 for a rough. The rates for expedited and immediate roughs were even more varied.

**Would you do a rough on a job if you weren't going to go back and scope the file?**



**After you've scoped a file, do you go back and proofread the file?**

- I do NOT proofread my own file after I've scoped it: 58.9%
- I DO proofread my own file after I've scoped it: 19.8%
- I proofread my file only if it was difficult to scope: 10.4%
- I scan for known areas and rely on spellcheck: 10.9%

83.9% said if they do read the entire file again, they do not charge an additional rate. 16.1% will pass along an additional charge.

**On average, about how many pages do you scope an hour?**

(Good writer, not too much steno and/or filling in words.)

Pages scoped per hour fell into three average rates.

Low average – 15 pages per hour

Medium average – 25 pages per hour

High average – 45 pages per hour

**On average, about how many pages do you aim to scope in a day?**

Low average – 50 to 100 pages a day

Medium average – 100 to 150 pages a day

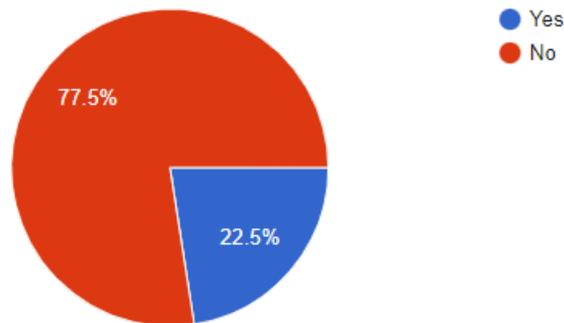
High average – 150+ pages a day



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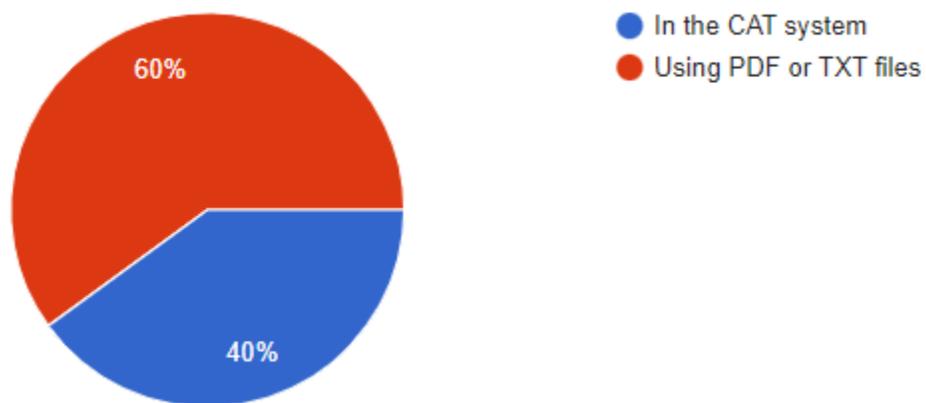
**PROOFREADING**

**Do you charge a different rate for proofing within the CAT system and making changes within the file versus producing an errata sheet for the reporter?**



The proofreaders who answered the question of how the rate would differ said they charged an additional average of \$0.15 more to provide an errata sheet.

**I proof...**

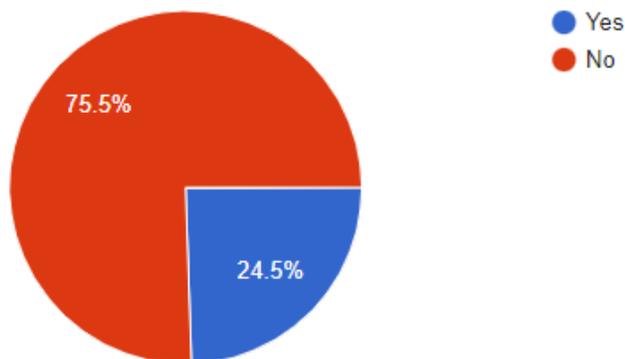


Most of the proofreaders who responded consider normal turnaround time to be three days. Anything under three days is expedited.

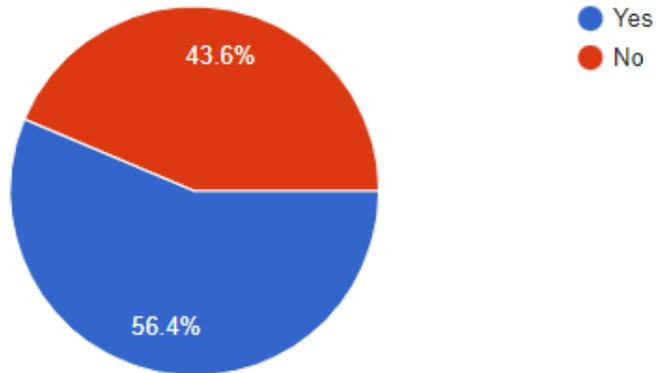
| Proofreading WITHIN the CAT system  | Low Rate | Average Rate | Highest Rate |
|---|----------|--------------|--------------|
| <b>What do you charge for proofreading, normal turnaround time?</b>                                     | \$0.40   | \$0.50       | \$0.65       |
| <b>What do you charge for proofreading, expedited turnaround time?</b>                                  | \$0.60   | \$0.70       | \$0.85       |
| <b>What do you charge for proofreading, daily turnaround time?</b>                                      | \$0.70   | \$0.90       | \$1.15       |
| <b>When proofreading, what do you charge for immediate (due by end of day/within hours) turnaround?</b> | \$0.80   | \$1.00       | \$1.25       |

Of the people who responded that they charged a different rate for proofreading OUTSIDE of a CAT system, the average amount was \$0.05 less in all categories.

### Do you proofread with audio?



## Do you charge a higher rate to proofread with audio versus without audio?



Proofing with audio is often called "scoofing." Those who use audio while proofing generally charge:

\$0.80 - \$1.25 for normal turnaround

\$0.85 - \$1.45 for expedited turnaround

\$1.50 - \$2.00 for daily/immediate turnaround

# Thank You

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*Thanks to everyone who took the time to respond to the poll so that we have current data to share!*

*\*\*\*NOTE: Rates given will vary depending on many factors. The experience of the scopist and the quality and quantity of work received will all influence the rates charged for a particular service. This poll is to be used to give you a general sense of what others in the industry are charging and is in no way meant to tell you what to charge. You must decide for yourself and your business what rates will work for your unique situation.*

This poll brought to you by: **Scoping training at its BeST!**



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