



## The Importance of Editing and Proofreading

Essential tools for business and how to prevent mistakes from blemishing your company's overall impression.



## Why Have Others Read It

Editing and proofreading are services on which you really cannot afford to compromise, no matter the size of your organization. You should not try to revise your own work. After reading your own writing numerous times, you become immune to mistakes in your work.

When fresh eyes see your document, they are likely to catch some errors you missed. After all, it is much harder to detect mistakes in your own writing than in someone else's!

Though editing and proofreading are crucial, they are nevertheless tedious, unexciting, and time-consuming jobs. Here's where a professional editing and proofreading service can help.

## Do not Underestimate the Importance of Editing and Proofreading

The importance of editing and proofreading cannot be underestimated. When you or someone from your business communicates within or outside your company, the correspondence is a reflection of your business. If you send out emails, letters, proposals, reports, and other documents that are poorly written and have typos or other errors, your reputation suffers.

More than a company's reputation can also suffer. Mistakes and imperfections in any kind of work can cause harm. Typos and grammatical errors have caused retailers to suffer sales losses, companies to lose investors, employers to face lawsuits, and businesses to incur costly reprints of printed materials.



### About Papercheck

Papercheck, LLC is a San Francisco-based company that offers essay editing and proofreading services in addition to innovative services such as Deadline Advance and SMS Notification.

Established in 2001, Papercheck, LLC provides students and businesses instant access to editors—24 hours a day, 7 days a week.

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