

New Proofreading/Editing Client Information Sheet

- Contact Information:
 - Contact Person: _____
 - Phone number(s): _____
 - Email address: _____
 - Physical Address: _____
 - Billing Preference: _____ email _____ snail mail
- Service(s) desired: (see “Services and Pricing” for specifics)
 - _____ proofreading
 - _____ copyediting
 - _____ light level
 - _____ medium level
 - _____ substantive (high-level) editing
 - _____ editorial proofreading
 - _____ developmental editing
 - _____ technical editing
 - _____ fiction editing
 - _____ indexing
 - _____ clean copy provided based on revisions (see “Transcription” page on website)
- Transmission preferences:
 - _____ Google Drive share (my preference)
 - _____ email
 - _____ delivery of hard copy
- Billing preferences:
 - _____ no preference
 - _____ at the end of job (short jobs only)
 - _____ by the hour (monthly invoice)
 - _____ by the unit (pages, chapter, first pass, etc.)
- Location preferences:
 - _____ on site
 - _____ remote
- Timing preferences:
 - _____ flexible
 - _____ deadlines (which will be respected as negotiated)
- Miscellaneous preferences:
 - _____ do you require an interview?
 - _____ do you require sample work?
- Let’s make sure I have the resources I’ll need to complete your job:
 - _____ no preferences
 - Dictionary Preference:
 - _____ American Heritage
 - _____ other: _____
 - Style Manual
 - _____ Chicago
 - _____ MLA
 - _____ APA
 - _____ other: _____
 - _____ I will provide a Style Sheet
 - List any other resources specific to the job: _____