

This Info Sheet will help me understand your objectives for your manuscript. Your manuscript will be handled with utmost confidentiality and your free consultation does not obligate you in any way.

- Instructions:
- (1) Please print this blank form, fill it out and fax it, or fill out and e-mail the Word version as an attachment. (Online form cannot be filled out online or e-mailed.)
  - (2) After I receive your completed Info Sheet, I will contact you about e-mailing your manuscript to receive your free initial consultation and estimate.
  - (3) Page 2 describes our different editing services and current rates.

<b>Name:</b>	<b>E-mail Address:</b>	
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<b>Phone Numbers:</b> Home: ( )      Office:      Other:	<b>Fax No.:</b> ( ) Is fax always on or available?	

### About Your Manuscript:

<b>Are you submitting an entire book manuscript?</b> [ ] Yes      [ ] No	<b>If not, what are you submitting?</b>
<b>Your book's title:</b>	<b>Approx word count:</b> <b>Total number of dbl. sp. pages:</b>
<b>Your book's subject matter and purpose (what you want it to achieve or communicate):</b>	
<b>Your objective for the book (i.e., publication via traditional publisher, self-publication, e-publication, private distribution, etc.):</b> <div style="text-align: right;">Is a publisher or agent waiting for this book? [ ] yes [ ] no</div>	
<b>Who are the intended, or most likely, readers of the book? (Readers' occupations - for example, housewives, crafts hobbyists, business owners, parents, academics, gen. public, medical professionals, etc.)</b>	
<b>What service(s) are you interested in from WordsArt and what kind of editing does book need?</b>	
<b>Does the manuscript have any particular problems or rough areas you're aware of, or are you having any particular trouble with it?</b>	
<b>Do you have a deadline to meet for this book, and if so, what is it?</b>	

### About Yourself:

<b>Your occupation(s):</b>
<b>Briefly describe your writing experience, what types of writing you have done, for how long, any previous books, etc.:</b>
<b>Do you have any further questions or issues about the book you would like to discuss?</b>
<b>Please tell us where you heard of WordsArt or how you found us:</b>

**Editing Services Requested:**

If you are ready, please check your choice below. (If not, you can send it later.) We recommend Comprehensive Editing Level 1 or 2 for most manuscripts so that the editor may consider every possible aspect of your book (as described on our website under “Tailored Editing Services”).

 **Comprehensive Editing Level 1 - Author's Special**

This service is provided at a more favorable rate for authors who want the benefit of comprehensive editing but are willing to do most of their own rewriting based on comments and suggestions written in the manuscript by the editor. Includes copyediting corrections, and Editor will make any necessary suggestions regarding structure and organization. Important questions will either be noted in the manuscript or taken up with the author if they will affect the editing in progress. **(Rate: \$45.00 per hour; phone and e-mail consultations are billed at \$11.25 per qtr. hour.)**

 **Comprehensive Editing Level 2 - Complete Service**

This is a complete service for authors who want to get back a final edited manuscript. Comprehensive editing changes include copyediting corrections, substantive revisions, and moderate rewriting and reorganization. Editor may contact author frequently with questions and/or write questions in the editing document. (Editor reserves the right to charge for developmental editing if the manuscript is very rough or incomplete and a great deal of new writing, rewriting, organizational and language work is needed to bring it to a finished state.) **(Rate: \$50.00 per hour; phone/e-mail consultations phone and e-mail consultations are billed at \$12.00 per qtr. hour.)**

 **Developmental Editing**

Consultation, editing and writing to bring a manuscript from an early or very rough stage up to final form. **(Rate: \$55.00 per hour; phone/e-mail consultations and question and answer sessions are billed at \$15.00 per qtr. hour.)**

**Copyediting Only** Primarily language and grammatical editing, with no organizational or substantive editing or analysis. **(Rate: \$40.00 per hour)**

**Editing Consultation/Evaluation only (Rate: \$50.00 per hour)**

[Note: We don't provide fact checking services.]

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**MANUSCRIPT FORM AND CHOICES**

1. **Manuscript Form:** Send us your document on disk or via e-mail attachment; it will be edited onscreen in Microsoft Word (in either a **.doc** or **.docx** file). Double-spaced Times New Roman 12-point font is requested throughout except for tables and other technical content.
2. **Software/Word Processing Program:** If you use WordPerfect or another program besides Microsoft Word, please have your manuscript converted to Word before sending it.

**Thank you! Please fax or e-mail this completed form to me (contact info on page 1).  
If you have any questions, please e-mail me at [editart@optonline.net](mailto:editart@optonline.net), or  
phone Daveda Lamont at 914-376-6892.  
I will e-mail or phone you after I receive your filled-out Project Info Sheet.**