

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 toll-free. If no fax, e-mail me to receive it in Word. (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>	
<b>Mailing Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Phone Numbers:</b> Home: (    )                      Office:                      Other:	<b>Fax No.:</b> (    ) <b>Is fax always on or available?</b>	

**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>Total 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 revising and rewriting based on comments and suggestions written in the manuscript by the editor. Editor will make any necessary suggestions regarding structure and organization. Includes copyediting corrections. Important questions will either be noted in the manuscript or taken up with the author if they will affect the editing in progress. (Rate as of 4/06: \$40.00 per hour; phone/e-mail consultations and editing questions answered via e-mail are billed at \$10.00 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, rewriting and reorganization. Editor may contact author frequently with questions. (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 as of 4/06: \$50.00 per hour; phone/e-mail consultations and editing questions answered via e-mail 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 as of 4/06: \$55.00 per hour; phone/e-mail consultations and question and answer sessions are billed at \$15.00 per qtr. hour.)

**Copyediting** (primarily language, grammatical editing, no organization or content editing; fact checking services not provided) (Rate: \$40.00 per hour)

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

**Other Editing Services or Consultation/Critique Requested – charged for as agreed, depending upon what is needed.**

**Manuscript Typing Needed?** (Rate: to be determined, based on typist cost quote)

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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. Hardcopy editing is no longer provided.
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.
3. **Editing Markup with “Track Changes”:** Light to medium editing corrections and revisions can be displayed in your Word manuscript with Word’s Track Changes feature, if you request it. This shows additions underscored and deletions with strikeouts through them. Track Changes is not recommended with heavy editing and rewriting, as the manuscript becomes too difficult to follow.

Thank you! Please fax or e-mail this completed form to us (contact info on page 1).  
If you have any questions, please e-mail at WORDSART@DLAMONT.COM, or phone me at 914-376-6892.  
I will e-mail or phone you after I receive your Project Info Sheet.