

Dear Prospective Client,

Please fill out the below form to help me better assess your writing or editing needs. Also please read the information on my website, particularly my policies and "Statement of Faith." The latter only applies to works of religious content or religious ramifications. Note that I do not work on projects with graphic sexual content or heavy profanity. Also note that I cannot guarantee publication of any project. For editing projects of 2,500 words or more, I provide a free edit of 500 words. This helps me assess the amount of editing required to determine my fee for that project. It also gives us both an idea of how we work together as editor and author. Please make sure to double-space your manuscript and use a standard 12 pt font like New Times Roman. The free edit is in no way binding on you.

Thank you for considering using Dedicated Publication Services for your project. I look forward to possibly working with you.

Sincerely,

Tammy L. Hensel
owner/writer/editor

Dedicated Publication Services

<http://www.DedicatedPublicationServices.com/>

tammylou.hensel@gmail.com

Prospective Client Form

Name

Address

Email

Phone

1. Have you read my Statement of Faith and Policies posted on my website www.DedicatedPublicationServices.com and affirm that your project does not contradict my core beliefs? (Only applies to projects with religious content).

Do you understand that I cannot guarantee publication of any project?

2. Please highlight in color which of the bulleted services listed below you need.

- Full-service editing including line-by-line review of content, transitions, word usage, punctuation, grammar, and style, as well as book coaching and consulting about the publishing.
 - Content editing only with no regard to spelling, grammar and style errors.
 - Copyediting only to check for spelling, grammar and style errors with no content editing.
 - Final proofreading of book format by comparing galley copy/pdf against final manuscript with no significant copy or content editing.
 - Writing services – book jacket or cover copy, press release, magazine/book/newsletter articles, website copy, ad copy, brochure copy, other _____
 - Design and layout for manuscript, brochure, newsletter, other _____.
- Will you provide photos and artwork or do you need an artist/photographer?

3. Do you prefer to pay by the page or by the hour? (Page rates are based on standard 250-word page and charged per draft.)

4. What is the subject and targeted audience for your project (age, sex, professional or non-professional, etc., be specific)?

5. What is the estimated length of your project per word?

6. Please give a brief synopsis of your project content.

7. Are you self-publishing or do you have a publisher or agent lined up for your manuscript? If submitting to agent or publisher, do you have a copy of any specific guidelines or in-house style required for submission? Are you on a deadline, and if so what is the expected turn-around time for your project?

8. What is your writing experience? Have you ever published? (Include projects for an employer, such as in-house newsletters, press releases, business reports, briefs, master's thesis, dissertation, etc.)

9. Does your project contain footnotes, bibliography, Bible references/quotes, genealogical data, or technical/scientific jargon or data? List all that apply. If you have a bibliography, approximately how many references are cited. Are you required to use a particular style manual, i.e. Chicago, AP, APA, MLA, Turabian, The Christian Manual of Style, etc.?

10. What is your education? (highest level of school, college/grad school majors, list writing related coursework)

11. Are you familiar with the use of "track changes" on Microsoft Word?

12. Are you open to constructive criticism?

