

Book Editing And Formatting Services Inquiry

Thank you for your interest in hiring me! Together we can make your book shine! But first, I need to know a little about you, your book and what you expect from me. Please complete this form and email it along with a brief sample of your manuscript (around 2,000 words) to CynthiaBaileyRug@aol.com I will return an estimate to you shortly.

Client's Name:

Client's Email:

Project Title or Description (if no title yet):

Estimated Word Count usually found on the Tools menu in word processing programs. Most books I edit are somewhere between 20,000-50,000 words, just to give you an idea of what yours might be:

What is your preferred font? (Some suggested fonts are Times New Roman, Garamond, and Palatino for print books, or any of those plus Arial, Veranda or Roboto for ebooks)

Select Each Service You Want to Purchase:

- ☐ Editing Services
- ☐ Formatting Services (ebook)
- ☐ Formatting Services (print book)
- ☐ Combo Package (formatting both ebook and print versions)
- ☐ More Than Five Pictures

Number of pictures:

- ☐ Upload Assistance to KDP
- ☐ Front Matter
- ☐ Back Matter
- ☐ Editorial Summary
- ☐ Rush Services

Desired delivery by date (Once you decide on a date, *it cannot be moved to an earlier date!*):

Payment Terms (select one):

Option 1:

Payment Terms	Payment Amounts
50% upfront	<input type="text"/>
50% upon completion of project	<input type="text"/>

Option 2:

Payment Terms	Payment Amounts
50% upfront	<input type="text"/>
25% in the middle of your project (by mm/dd/yyyy)	<input type="text"/>
25% upon completion of your project	<input type="text"/>

Option 3:

Payment Terms (what and when you would like to pay)	Payment Amounts
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

I choose to pay according to:

Option 1 ☐

Option 2 ☐

Option 3 ☐ (We can discuss the exact details once I give you your estimate.)

By signing this document, the client confirms that all of the information in this inquiry is accurate. If you cannot print then sign this document, feel free to fill out the boxes on your device.

Client name:

Date: