Editing Questionnaire

Before we proceed with any sample edits and discussions about working together, I’d like to get to know a little more about you and your piece. Some of the questions may not apply to you; please do your best to fill them out. I use this form to get some particulars out of the way and get a feel for what you are expecting as a writer. Once I receive this form, I will review it and email you back with the next steps for the editing process and answer any questions.

Client Info:

1. What genre is your piece(s)? Nonfiction, Fiction, Short Story, Article, etc.
2. How long is the manuscript(s)? Word count and page count. Please include what platform you’ve been using to write with: Word, Google Doc, PDF, etc. Are you willing to work in Word using Track Changes?
3. Who is your target audience?
4. Tell me more about the piece(s): Short summary, what drafting stage you’re in, the topic, anything you feel I should know.
5. What are your goals for the piece(s)—self-publishing, traditional publishing, etc.? What did you create it for? How long have you been working on it?
6. What type of editing are you looking for? Please see my Services page on my website to get an overview of editing types. If you are unsure, tell me about the piece’s state. Is it completed? Are you looking to have a quick look over or a deep dive into grammar? This is where you can share any hopes or expectations you have.
7. Have you done any revisions or editing to the manuscript(s) previously?
8. What is your timeline? Do you have an ideal publication date?
9. Do you have a budget? Depending on the type of edit, I will provide either word per hour or pages per hour estimate after looking over the document and/or doing a sample edit.
10. Do you have any questions for me?