

## **Prospective Client Questionnaire**

### **General**

1. Briefly explain the project type. (writing, editing, translation, other)
2. Briefly explain the project format. (ebook, manuscript, website, blog, other)
3. What is your preferred deadline? Is there a specific reason/event for this deadline?
4. What is your projected budget range for the project?
5. How do you envision I submit this project to you? (Word document, hard copy, directly to website, PDF)

### **Editing Clients**

1. What format/platform is the piece currently in? Are you seeking an edit in a different format/platform?
2. What level of editing do you feel you need?
3. Do you want story and thematic feedback?
4. Do you want structure, arrangement, order of events, flow, etc. edited?
5. Do you want graphics and running components (chapter titles, page numbers) edited?
6. Do you want spelling and grammar corrections?
7. Are you willing to credit me as an editor once the piece is published?

### **Writing Clients**

1. What is your target audience?
2. What is your target length? (total word/by page/total pages/by word)
3. Will the text be edited by a third party after I provide it?
4. What is the general education/reading level of your readers/audience/customers?
5. Who will own the copyright to the work? (Or, if you purchase established rights, what are they typically?)
6. Is a byline given?
7. How and by whom will the final version be published? When?

Please provide any final thoughts on the project.