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| EDITING BRIEF | SPECIFICS | EXCEPTIONS |
| Attachments by email |  |  |
| Target reader |  |  |
| Prime purpose |  |  |
| Publication |  |  |
| Maximum length |  |  |
| Supplementary style guide |  |  |
| House style |  |  |
| Type of editing required |  |  |
| Style |  |  |
| Check grammar, spelling, punctuation |  |  |
| File type |  |  |
| Deadline |  |  |
| Contact details |  |  |
| Fee |  |  |
| Logistics |  |  |
| Additional info |  |  |