



Editing Package Work Order

Date _____

Are you a new customer? Yes No
If not, what is your customer number? _____

Author's
First Name _____

Author's
Last Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email _____

What is the best way to contact you? Home Phone Cell Phone Email

Is there a Co-Author? Yes No
If yes, enter contact information here:

Co-Author's
First Name _____

Co-Author's
Last Name _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email _____

What is the best way to contact you? Home Phone Cell Phone Email



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Book Title _____

Subtitle _____

Genre(s) _____

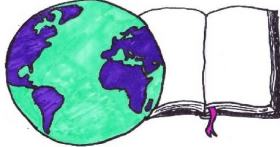
Book Size 5" x 8" 6" x 9" 8.5" x 11" eBook Only
 Undecided Other: _____

The following services are included with the editing package. Please check the options requested for this work order:

- Use of Word track changes
- Correct spelling, grammatical errors and punctuation
- Provide clarity and consistency
- Confirm direct quote(s) (You must provide us with the resource.)
- Make suggestions related to the document's quality
- Communicate with author regarding content
- Research, confirm and/or check facts
- Type a handwritten document
- Transcribe voice recordings and/or videos
- Convert to PDF format
- Convert to eBook format (Mobi and/or ePub)

The editing fee is \$14.50 per hour. What is the maximum number of hours for this work order (10 hour minimum)? _____

What is your preferred method of payment? Credit/Debit Card PayPal
 CashApp Money Order Other _____



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The process of service will be:

- Work Order Placement:
Editing service is provided on a first come, first served basis. Upon receipt of this work order we will inform you of your “place in line.” We will contact you when your work order is in third place.
- Deposit:
50% deposit is required before we start editing your document. For example, if 10 hours is the maximum, you must pay \$72.50. If you do not pay the deposit before your turn, this work order will be cancelled.
We will inform you when it is your turn and send an invoice for the deposit which must be paid before we begin.
- Document Submission:
We will send you a Unilateral Non-Disclosure Agreement. Send us the executed agreement along with your document after you pay the deposit. Be sure the document name includes your customer number.
- Editing:
When it’s your turn, we will begin editing your document according to the options you checked above up to the maximum hours. We will contact you if we have any questions.
- Invoice:
We will send you an invoice including a time sheet. The total amount due must be paid within ten (10) days.
- Work Order Completed:
Work done to date will be sent to you within two (2) days after the invoice is paid.

Cancellation: You can cancel this work order at any time before we begin.

Refunds: Deposits are refundable if you cancel this work order before we begin.



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Please send the completed work order form to us via email. After you complete the form, make sure you "save as PDF" before you send it. If you're unable to do so, please print and scan it.

If you have any questions, please contact us at 720-390-5179 or CustomerService@WrittenWordsPublishing.com.