



# Freelance Editor Questionnaire

Date \_\_\_\_\_

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

What is the best way to contact you? \_\_\_\_\_

Are you willing to sign and adhere to a Non-Disclosure Agreement?  Yes  No

Are you willing to copy edit manuscripts for \$14.50/hr?  Yes  No

If you were asked to edit a manuscript, would you be willing to accept 50% payment upfront and the balance after completion?  Yes  No

For example: We ask you to edit a manuscript for 10 hours for \$14.50/hr. Before you begin, we pay you \$72.50. When you complete 10 hours, we pay you the balance.

For income tax purposes, are you willing to supply us with the necessary personal information (Full Name, Address, Social Security Number)?  Yes  No

If you answered no to any question above, please stop here. A Non-Disclosure Agreement must be signed before you receive the manuscript. We currently charge our clients \$14.50/hr for copy editing. We allow our clients to pay in increments of 10 hours or more. We are required to issue an IRS Form 1099-MISC to freelance editors and report earnings to the U.S. Department of Revenue yearly. Your personal information will not be shared or used for any other purpose.

How long have you been an editor? \_\_\_\_\_

Which genre(s) do you prefer? \_\_\_\_\_

\_\_\_\_\_

Are you able to spend 20 hours per week editing manuscripts?  Yes  No



# Freelance Editor Questionnaire

Do you ever work on more than one manuscript simultaneously?  Yes  No

If you were asked to work on a manuscript in increments, would you be able to pick up where you left off?  Yes  No

For example: You work on a manuscript for 20 hours. Two weeks later, you work on the same manuscript for 20 more hours.

The following services are included with our editing package. Please check the tasks you are willing to perform:

- Use of Word track changes
- Correct spelling, grammatical errors and punctuation
- Provide clarity and consistency
- Confirm direct quote(s)
- Make suggestions related to the document's quality
- Communicate with author
- Research, confirm and/or check facts
- Type handwritten documents
- Transcribe voice recordings and/or videos

Can you submit a sample (at least 3 pages) along with this questionnaire?

Yes  No

Are you a U.S. Citizen?  Yes  No

Are you located in the United States?  Yes  No

What time zone are you located in? \_\_\_\_\_

Is English your native language?  Yes  No

Do you have a full-time job?  Yes  No

Do you have a part-time job?  Yes  No

Do you have a high school diploma?  Yes  No



# Freelance Editor Questionnaire

If so, what was your GPA? \_\_\_\_\_

Are you a college student?  Yes  No

If so, what is your major? \_\_\_\_\_

If so, what is your GPA? \_\_\_\_\_

Do you have a college degree?  Yes  No

If so, what type of degree do you have? \_\_\_\_\_

If so, what was your GPA? \_\_\_\_\_

On a scale of 1 to 10, how patient are you with authors? \_\_\_\_\_

1 being the lowest level of tolerance; 10 being the highest level of tolerance.

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

Please send this to us via email. You can use Adobe Acrobat Reader or print the form, fill it out, scan it, and save it in PDF format.

If you have any questions, please contact Melvise at 720-390-5179 or [CustomerService@WrittenWordsPublishing.com](mailto:CustomerService@WrittenWordsPublishing.com).