Dear ,

Thank you for the opportunity to index BOOK TITLE, I understand that this project will comprise approximately \_\_\_\_\_\_ indexable pages, with delivery of PDF pages scheduled for DATE. The final index manuscript will be due to you on DATE.

Please provide me with a line count for the index to help me gauge indexing depth. I would also appreciate a current copy of any applicable in-house indexing guidelines as well as a copy of the style sheet if available for this title.

I will invoice you at the end of the project at a rate of $\_\_\_\_\_ per indexable page, payable net 30.

Once I receive the PDFs, I’ll let you know if I have any questions or concerns.

Thanks again. I look forward to working with you on this project.