

## Client editing brief



You're here either because you're serious and want to move forward with your project, or we've had a conversation and this is the first step in us working together.

Please fill out below to help us get started and try to write as much as you can – it all helps!

### **Contact information**

Agency	
Document title	
Nature of document	
Length (words or pages)	
Contact person	
Contact phone / email	

**Services required** — please tick as many as might apply.

<input checked="" type="checkbox"/> or leave blank	Service
<input type="checkbox"/>	Electronic edit (track changes) OR
<input type="checkbox"/>	Hard copy edit (paper based, suggested changes written on document)
<input type="checkbox"/>	Substantive edit (1) — edited for sense, structure and flow — document improved and significant changes highlighted and pointed out (minor ones just implemented) OR
<input type="checkbox"/>	Substantive edit (2) — edited for sense, structure and flow — suggestions made for improvement but not implemented
<input type="checkbox"/>	Copy edit — review of paragraph and sentence structure, refining for clarity and flow, grammar and punctuation corrected — internal consistency check of document
<input type="checkbox"/>	Consistency check with government <i>Style Manual for authors, editors and printers</i> (6th edn) — punctuation and style, capitalisation in accordance with style guide
<input type="checkbox"/>	<b>Consistency check with agency style guide/s</b> — check for adherence to any agency style guide for documents and graphics (supplied)
<input type="checkbox"/>	<b>Proofread</b> — no changes to document style or sentences but complete check for errors, typos, punctuation, consistency and cross-referencing.

When completed, please email it to [kcoyle@editorswa.com.au](mailto:kcoyle@editorswa.com.au).