Hard-Copy Revision steps, prices, and options | KarolynEditsBooks.com

View on laptop /pc /tablet. Open in any version of Word (best), Google Docs, or LibreOffice.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Author** sends this form and 4,000-word portion either by postal mail or email.By emailAuthor fills out and attaches this form and the 4,000-word portion of the manuscript as a Word document to an email. Subject: Your first and last name; hard-copy editing | By postal mailAuthor fills in and prints out this form and prints 4,000-word portion of manuscript. Standard letter size paper (8 1/2 x 11 inches), Times New Roman font size 12, double spacing. Include insurance, tracking, and signature confirmation. Mail to: Karolyn Herrera1001 Cooper Point Rd. SWSuite 140 PMB 330Olympia, WA 98502 | How will you send your manuscript details and portion to the Editor?Type an X in one box.

|  |  |
| --- | --- |
| By postal mail |  |
| By email |  |

|  |  |
| --- | --- |
| Email: |  |
| Name: |  |

Postal address:

|  |
| --- |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| *DETAILS* | Fiction |  |
| Nonfiction |  |

|  |  |
| --- | --- |
| Genre: |  |

|  |
| --- |
|  |
|  |
|  |

 |
| To: karolyneditsbooks@protonmail.comBrief description of plot (*fiction*) or main topic (*nonfiction*): |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  **Editor** sends quote and contract to Author either by postal mail or email.Estimate the price of editing below. Quote may be different based on condition of manuscript or added/ subtracted services. | By postal mail, orEditor will send a printed quote and contract to your postal mailing address. Expiration date for acceptance included. | By emailEditor will email a quote and contract to your email address. Expiration date for acceptance included. | How do you want the Editor to send their quote and contract to you?Type an X in one box.

|  |  |
| --- | --- |
| By postal mail |  |
| By email |  |

 |
| Projected editing costs (not including other services)Only choose ONE method for calculating editing costs (word count or page count). |  |
| **If you know the total manuscript word count,**225 words per page$5 per page of text | **enter number of WORDS in this box:** (WORDS / 225) Divide by 225 =(WORDS / 225) x 5 Multiply by 5 = |  |
|  |
| $ |
| **If you do not know the word count,**One page = one side of a sheet of paper with printed text; $5 per page of text | **enter total number of PAGES in this box:** PAGES x 5 Multiply by 5 = |  |
| $ |
|  |
| TOTAL PRICE ESTIMATE INCLUDING **ALL** SERVICES CAN BE CALCULATED AT THE BOTTOM OF THE FORM |

|  |  |  |
| --- | --- | --- |
|  **Author** notifies Editor by email that quote is accepted or declined. | If quote accepted**Editor** sends invoice for payment to email address provided by author.**Author** pays deposit or full amount of invoice (PayPal or Square). You are not required to have or open a PayPal or Square account. You may pay the invoice with a debit or credit card if you don’t have an account. (See FAQs for instructions) Deposit = $150 or half of total balance, whichever is greater. | If quote declinedType an X in applicable box(es). |
| Editor returns printed portion Editor destroys printed portion Editor deletes digital copy  |  |
|  |
|  |
|  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Manuscript is printed either by the **Author** or by the **Editor.** |  | Who will print the manuscript?Type an X in one box.

|  |  |
| --- | --- |
| Author |  |
| Editor |  |

IF the Editor prints manuscript, how will you send the unedited Word document? Type an X in one box.

|  |  |
| --- | --- |
| By postal mail |  |
| By email |  |

**Printing cost** IF Editor prints unedited manuscript.*Use # from correct green* |
| Printing by Author | Printing by Editor        |
| **Author** prints out manuscript.**Author** ships PRINTED manuscript by postal mail.Formatting for printing: Standard letter size paper (8 1/2 x 11 inches). 1-inch margins, font: Times New Roman size 12, double spacing, half-inch indent (or tab) for first line of each paragraph, one side of paper only, either type page numbers in headers or footers, or write them on pages after printing.Include insurance, tracking, and signature confirmation.Mail to: Karolyn Herrera(Same postal address) | First, Author sends DIGITAL manuscript by email to Editor in an attached Word document.Formatting for author’s digital manuscript: 1-inch margins, font: Times New Roman size 12, double line spacing, half-inch indent (or tab) for first line of each paragraph. | First, Author sends DIGITAL manuscript by postal mail in Word document on flash drive. Mail to: Karolyn Herrera(Same postal address)Formatting for author’s digital manuscript: 1‑inch margins, font: Times New Roman size 12, double line spacing, half-inch indent (or tab) for first line of each paragraph.**Editor** prints manuscript.Spiral binding included.20 cents per page |
| *Box.* Page count |  |
| Multiply by .20 | $ |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Scanning: $25 **Editor** scans manuscript. | Do you want the **Editor** to **scan** the UNedited printed manuscript and keep images as a temporary backup? | Yes - Enter the number 25**\*\*No** - Enter the number 0  | $ |
|  |

|  |  |
| --- | --- |
|  **Editor** begins editing printed manuscript. |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  IF **Editor** has clarification questions, she sends them to the Author either by postal mail or email.IF questions sent, **Author** replies either by postal mail or email.  | I’ll print them out and mail them to you, or send them to your email address in a Word document.Print out replies and mail to me, or answer questions directly in Word Doc and return document by email. | How do you want the Editor to send any clarification questions?

|  |  |  |
| --- | --- | --- |
| Type an X in one box. | By postal mail |  |
| By email |  |

How will you reply with your answers?

|  |  |  |
| --- | --- | --- |
| Type an X in one box. | By postal mail |  |
| By email |  |

 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **Editor** finishes editing printed manuscript. |  | IF only partial deposit paid, how do you want the Editor to send you a reminder for the balance ?Type an X in one box.

|  |  |
| --- | --- |
| By postal mail |  |
| By email |  |

 |
| If full invoice paid,     **Editor** finishes editing complete printed manuscript. | If only partial deposit paid,             **Editor** finishes editing FIRST HALF of manuscript.**Editor** sends Author a reminder for the balance  I’ll print out reminder and mail it to you or I’ll send an electronic reminder by email. |

|  |  |  |  |
| --- | --- | --- | --- |
|  **Editor** scans Edited printed manuscript pages and keeps digital images as a temporary backup.Scanning: $25 | **Editor** sends the digital images of first half / complete Edited printed manuscript to Author…by postal mail on flash drive ($10), or by email in compressed zip file, orEditor retains backup temporarily but does not send to Author unless necessary. | Do you want the Editor to **scan** the Edited printed pages and keep images as temporary backup?Yes - Enter the number 25**\*\*No** - Enter the number 0 Do you want the Editor to send you the backup images? *(if applicable)* Yes, by **postal mail** on flash drive – Enter the number 10 Yes, by **email** in compressed zip file – Type an X in the box No, do not send – Type an X in the box |  |
| $ |
|  |
| $ |
|  |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
|  **Editor** ships first half of **Edited** printed manuscript (*deposit paid*) OR complete **Edited** printed manuscript (*full invoice paid*). (tracking included) | How do you want the Editor to **ship** you the Edited manuscript? | MediaMail $14 – Enter the number 14Priority Mail $19 – Enter the number 19  | $ |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***If balance remains***A picture containing art  Description automatically generated **Author** pays remaining balance **Editor** ships second half of Edited printed copy. (tracking included) | ***If applicable***How do you want the **Editor** to **ship** second half of manuscript to you? | ***If applicable***MediaMail – Enter 14Priority Mail – Enter 19 |   |
| $ |
|  |

|  |  |  |
| --- | --- | --- |
| (Optional)         A number on a black background  Description automatically generated with medium confidence ***IF*** digital backup previously created, **Editor** sends digital images of second half of **Edited** printed manuscript to Author. By postal mail on **new** flash drive - $10, or By postal mail on **same** flash drive - $5, or By email in compressed zip file, or Editor retains backup temporarily but does not send to author unless necessary. | ***IF*** digital backup previously created, do you want the Editor to send backup images?Yes, by **postal mail** on **new** flash drive – Enter the number 10 Yes, by **postal mail** on **same** flash drive – Enter the number 5 By email in compressed zip file – Type an X in the box. No, do not send – Type an X in the box. |  |
|  |
| $ |
|  |  |
|  |
|  |

|  |
| --- |
|  **Editor** deletes electronic copy sent by Author and all digital backup images one week after complete edited printed copy is received by Author (if applicable). |

***\*\*\**** *Steps 5 and 9: I will automatically scan your manuscript and retain the backup images until you receive the final postal delivery. If you decide to opt out of scanning, you agree that the Editor is* ***not*** *liable if either the edited or unedited printed manuscript is lost in shipment.*

|  |
| --- |
| **Total Estimate** based solely on information entered, options selected on this form, and user calculations. |
| Editing:Printing:Scanning:Shipping:English-Second-Language content:AI-generated content:**Total Estimate:** | $ |  (amount in one of the blue boxes) |
| $ |  (amount in red box) |
| $ |  (total of both yellow boxes) |
| $ |  (total of all four violet boxes) |
| $ |  Includes content written by ESL speaker? add $40 |
| $ |  Includes content generated by AI? add $100 |
| $ |  (editing, printing, scanning, shipping costs, ESL, AI) |
|  |  |  |

*I’ll check your math to catch any mistakes before I send your invoice.*

|  |
| --- |
|  |

Use this box if you need more space for the description or any comments.

--- SAVE THIS DOCUMENT ON YOUR COMPUTER AFTER FILLING IT OUT SO YOU CAN SEND IT BACK FOR A QUOTE ---