

Estimator Tool

Item:

Client:

Date:

Information Needed	Client's Answer
How many words are in your manuscript?	
What kind/level of editing do you think you need? (light, medium, heavy)	
Do you want fact checking done?	
Do you want text in figures and tables edited?	
How complex is the subject matter, e.g., academic level, general readership level, etc. (This affects the text density and the rate of editing.)	
What level of technical terminology does the text contain (words or phrases that must be looked up or checked)? Is the amount low/significant/high?	
Is English your first language?	
What's the next step for your manuscript Will it go to a designer or assigning editor? Will it go to an agent? Straight to a publisher?	
How will this be published? Self-published? Traditionally published?	
What format will it be published in? Digital, print, or both?	
What software and version is the manuscript in?	

What operating system do you use?	
Can you use the Word Track Changes feature?	
What is your deadline? (A surcharge is added to urgent work that is undertaken outside normal working hours.)	