



## Editing Services Agreement

Please provide the information requested below and include this form with your original manuscript and payment.

Please send your materials to the following address:

Nina Catanese, Content Editor, Launch Pad Media, 3343 N. Osceola, Chicago, IL 60634

Checks should be made payable to Launch Pad Media.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

1. Service level requested:

- Project Analysis \$4.00/page - cost can be applied to a Developmental Edit undertaken later
- Developmental Editing \$50.00/hour - \*\$4.00 per page deposit required
- Line Editing \$50.00/hour - \*\$2.00 per page deposit required
- Reread \$1.50/page - Previous editorial customers only
- Printing from electronic submission add \$0.10/page

Number of pages: \_\_\_\_\_ x Price per page: \$ \_\_\_\_\_ = Total: \$ \_\_\_\_\_

- \* When beginning a developmental edit, please send a deposit amount of \$4.00 per page. For customers returning for a reread and line edit after developmental editing and revisions, please send a total deposit amount of \$3.50 per page.
- A time and cost estimate will be provided before work begins. An invoice based on the hourly rate will be provided upon completion of the project and will include an accounting of actual time spent and the total final cost. The deposit amount will be deducted from this total.
- The balance due must be received before we return the completed project to you.

2. Please provide the title of your work: \_\_\_\_\_
3. This work is:                   \_\_ Fiction                   \_\_ Non-Fiction
4. If non-fiction, who is the audience:  
    \_\_ General Reader           \_\_ Business or Corporate Publication           \_\_ Academic
5. If fiction, what genre:  
    \_\_ Drama                   \_\_ Fantasy/Science Fiction                   \_\_ Historical  
    \_\_ Comedy                \_\_ Mystery/Thriller                   \_\_ Romance  
 Other: \_\_\_\_\_
6. On separate sheets of paper or via e-mail, it would be helpful if you could provide us:  
    \_\_ a **paragraph-length summary** of the aspects of your work that you feel need special assistance.  
    \_\_ a **one-page summary** of your story/manuscript, and  
    \_\_ a **chapter-by-chapter overview** featuring paragraph-length summaries of each chapter (optional).

### Terms

I, the undersigned, hereby submit my work for critical analysis and editing services to be performed by Launch Pad Media of River Forest, IL, and I agree to the terms and conditions outlined below:

Representatives of Launch Pad Media will use a printed copy of the author's manuscript to mark up corrections needed and will also provide a typewritten report highlighting specific areas where improvements are suggested.

Launch Pad Media will not be responsible for making the changes to the electronic master copy of the author's work, unless otherwise specified herein. It is understood that the suggestions for improvement provided by Launch Pad Media can be used in whole or in part, as the author sees fit; therefore, the author of the work is left with the authority to include any and all improvements and suggestions during their next rewrite. Use of these corrections and suggestions does not constitute any claim to authorship by Launch Pad Media or its representatives.

Launch Pad Media will contact the client via e-mail or phone to confirm receipt of the manuscript and acceptance of this editing agreement and to give a time estimate for this project.

Acceptance of a deposit payment does not mean work will begin on your project immediately. We generally have a waiting list going out several months. Your deposit secures a slot on our schedule. While we do our best to accurately estimate the timeframe for each project, turnaround times may vary based on the scope of the project and our current project load.

If extensive developmental work is needed, we may advise that the line edit be postponed until a revised draft is prepared in order to avoid having to line edit twice. If author prefers, a line edit can be performed on 1 or 2 sample chapters to serve as a guideline during this revision process.

Full payment of balance due must be received before we return the completed project and our report to you. Once work has begun, deposits are non-refundable.

### Submission Information

Manuscripts should be submitted in the following format:

- \* White, 8-1/2 x 11 paper, printed on one side only
- \* Double line spacing, standard typeface (Arial or Times), 12-point font size
- \* All page margins should be 1" minimum
- \* A header or footer formatted with page numbers, author's last name, and the title of the work
- \* Cover page, including your full name, address, phone, e-mail address, and title of the work

I agree to the terms specified above:

7. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your submission!

*revised May 2009*