

Request for Quotation

Concord Editorial and Design

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We will be able to provide a preliminary project quote on receipt of this information. A final written quote will be provided after review of the actual project files.

Contact Information

Your name _____ Phone _____

Company _____ Fax _____

Address _____ E-mail _____

Project Information

Book title _____

Character count of manuscript (including spaces) _____

Trim size of finished book _____

Client's target length of finished book (if known) _____

Word processing program: MS Word WordPerfect Other _____

Computer platform: Mac Windows

Level of Copyediting Required

Substantive editing Basic copyediting Proofreading only Other _____

Artwork

Approximate number of photos/halftones _____

Approximate number of line-art illustrations _____

Artwork will be provided: Ready for scanning On disk Other _____

Page Design

Concord Editorial provides the design Follow client's preexisting design

Page Complexity (check all that apply):

- Single column of text
- Multiple columns of text
- Sidebars
- Pull quotes, highlighted sections of text, or text wraps
- Footnotes at the bottom of page, rather than endnotes

Typographic complexity (check all that apply):

- English text only
- Includes foreign-language alphabets
- Includes complex mathematical formulas

Page Proofs

- Reviewed by client only
- Reviewed by client and author
- Reviewed by multiple authors; _____ sets of proofs are required.

Index

- Client to provide index after layout
- No index
- I would like to receive a quote on indexing

Cover Design

- Client to produce cover
- I would like to receive a quote on cover designs

Special Features

Please indicate any special features that might affect production or that you would like us to know about this project:
