

Edit Request Form

Title of my project: _____

My name: _____

My contact information: _____

Due date/time: _____

Level of work requested (check one):

- Proofread (final check before sending to printer)
- Copy edit (spelling, punctuation, consistency, grammar)
- Stylistic edit (above plus improvements to phrasing and organization)
- Structural edit (reorganize, suggest new approaches and ideas)
- Other: _____

My intended audience is:

- General
- Professional/specialized
- Other: _____

I am providing my materials in this format:

- Hard copy
- Word file
- PDF file

Make changes using this markup method:

- Write changes directly on the hard copy I have provided (I have another copy)
- Print from the file I have provided and write changes directly on hard copy
- Insert/delete changes electronically using Word's *Track Changes* feature
- Other: _____

Preferred spelling:

- Canadian English (colour, centre, instil, enrolment)
- American English (color, center, instill, enrollment)

I am providing a style sheet:

- yes
- no