

# CLIENT INTAKE & REQUEST



## Client Information

|           |                      |       |                      |
|-----------|----------------------|-------|----------------------|
| Full Name | <input type="text"/> | Phone | <input type="text"/> |
| Company   | <input type="text"/> | Email | <input type="text"/> |

## Service Request

|                                                             |                                                |                                       |
|-------------------------------------------------------------|------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> Proofreading<br>\$0.006/word       | Document Type                                  |                                       |
| <input type="checkbox"/> First read-through<br>\$0.003/word | <input type="checkbox"/> Academic              | <input type="checkbox"/> Journalistic |
| Do you need 3 or more<br>proofreading services              | <input type="checkbox"/> Other nonfiction      | <input type="checkbox"/> Business     |
| <input type="checkbox"/> Yes <input type="checkbox"/> No    | <input type="checkbox"/> Narrative fiction     | <input type="checkbox"/> Social media |
|                                                             | <input type="checkbox"/> Other (clarify below) | <input type="text"/>                  |
| Document format (.doc, .pdf, .jpg, etc.)                    | Approximate word count                         |                                       |
| <input type="text"/>                                        | <input type="text"/>                           |                                       |
| What style guide do you use (if any)                        | Preferred turnaround time                      |                                       |
| <input type="text"/>                                        | <input type="text"/>                           |                                       |

## Referral Source

How did you hear about KH Wordsmithery?

☐ Word of mouth ☐ Website ☐ Social media ☐ Google search ☐ Other

## Please Note

Proofreading services include identifying and correcting spelling, grammar, punctuation, capitalization, formatting, and typesetting errors and inconsistencies.

A first read-through service includes a read-through with comments regarding first impressions, suggestions, questions, etc.

|           |                      |      |                      |
|-----------|----------------------|------|----------------------|
| Signature | <input type="text"/> | Date | <input type="text"/> |
|-----------|----------------------|------|----------------------|