



Thank you for your interest in my editing services. If you would like to know more about my experience, review the attached resume and visit my Web site, [A Writer's Words, An Editor's Eye](http://www.lillieammann.com). Click on "What Others Say about Lillie" to read testimonials from a few of my clients.

- **The Price Quotation Process:**

- I will do a free sample edit (roughly five pages of a book-length manuscript) for two reasons:
  - ◆ To make certain I understand the kind and amount of editing you want, as well as to determine if I am knowledgeable about the genre of your writing.
  - ◆ To ensure that you are satisfied with the edits.
- In addition to the pages to edit, you also need to submit two other documents:
  - ◆ A brief questionnaire giving additional information about the manuscript.
  - ◆ A synopsis (for fiction) or chapter outline/summary (for nonfiction).
- The sample should be comparable to the bulk of the project; if you have polished the first chapter over and over again but done only a first draft on later chapters, I need to see a sample from a later chapter.
- I will send you two files:
  - ◆ An "edits" copy using Word's Track Changes with all the mark-ups showing so you can see every change I made.
  - ◆ A clean copy with all the changes accepted so you can read the finished product without being distracted by the markups.
- Based on the time required for the sample edit, the length of the complete manuscript, your answers the questions, and the synopsis (or chapter outline), I can give you a quote for the cost and time to complete the project.
- Every edit includes at least three reads of the manuscript and the following kinds of edits (the first two are done simultaneously):
  - ◆ Copy/line/mechanical edit (correct grammar, punctuation, mechanics; verify facts and ensure consistency; clarify meaning and improve readability).
  - ◆ Content/structural/substantive edit (revise/move text for better flow; recommend the addition or deletion of material; re-organize and re-structure content for flow and clarity).
  - ◆ Proofreading (final review of entire manuscript after all changes have been made, including those made by other readers, if applicable).

- **The Editing Process:**
  - I will create a draft of each chapter (or other reasonable breakdown of the manuscript) to send to you for approval. As with the sample edit, you will receive both a marked-up copy and a clean copy.
  - You can respond to the draft by marking changes on the document (the clean copy) itself (preferably using Word's Track Changes), sending me notes in an e-mail, or discussing by phone.
  - I revise the draft and return to you; we repeat this as many times as needed to get the project to your satisfaction.
  - A read-aloud edit is optional, but encouraged because it is highly effective.
  - After you are satisfied, I send you a file with the final copy.
  
- **Payment:**
  - My normal hourly rate is \$80 to \$100, depending on the kind and size of the project, with a two-hour minimum. For large projects, I may negotiate a flat fee for the entire job.
  - I require a deposit, usually two hours depending on the size of the job, and bill for each increment as I send you work for your approval (or as we negotiate for a project fee).
  - Payment can be made by check or PayPal.
  
- **Other Information:**
  - I maintain strict confidentiality of your information and your writing.
  - Another set of eyes is always beneficial. I may ask an associate to assist me, such as by performing one round of edits. Be assured, however, that I will be personally responsible for all aspects of your project.
  - I am usually in my office in the late afternoons and evenings (Central time) and respond promptly to e-mails and phone calls.

I look forward to hearing from you.



Lillie Ammann

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## Other Services Available

- **Writing and Editing**
  - Assist with writing your book using your knowledge, experience, and/or story.
  - Critique: Read the manuscript and submit a written report.
- **Self-Publishing Consultation**
  - Evaluate the different forms of publishing to determine if self-publishing is the best for you.
  - Review the steps and services required to write and publish a book.
  - Compare using a subsidy publishing company to doing everything yourself.
  - If you choose to use a company, compare the services and costs of various companies.
  - If you choose to do it yourself, recommend vendors for various services.
  - Advise on promotion, especially Web site and Internet marketing.
  - Serve as a resource throughout the process to answer questions and assist in resolving problems.
- **Self-Publishing**
  - Evaluate the different forms of publishing to determine if self-publishing is the best for you.
  - Review the steps and services required to write and publish a book.
  - Perform a complete content edit of the manuscript.
  - Write the back cover copy and author bio.
  - Solicit endorsements.
  - Obtain ISBNs and register copyright.
  - Format the manuscript for publication.
  - Negotiate and contract with a cover artist/designer on your behalf.
  - Proof the cover and completed layout.
  - Negotiate and contract with a printer on your behalf.
  - Create e-book formats and submit to distributors such as Smashwords and Amazon.com.
  - Serve as a liaison among all parties involved in the publication, distribution, and promotion of the book to ensure production of a quality product within an established timeframe.
- **Promotion**
  - Create and send advance reading copies to reviewers to solicit reviews.
  - Write news release about book release.
  - Create Web site, including e-commerce functionality.
  - Design and produce other marketing materials.
  - Advise on promotional opportunities, contests, and directories/promotional Web sites.