



## Order Request Form

Please complete this form so that Edit Express can provide you with a no-obligation quote. We begin work only after you approve the quote. We recognize that each job is unique, so if you prefer to speak with an Edit Express representative before placing your order, please call **(781) 273-6300**.

### ***Part 1: Personal Information***

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Industry: \_\_\_\_\_

### ***Part 2: Document Information***

**Title** (of the document you are delivering to Edit Express):

\_\_\_\_\_

**Type** (of document you need edited):

- Book
- CD-ROM
- Computer-based course
- Educational/information brochures
- Journal article
- Marketing brochure
- Paper/white paper
- Presentation
- Prospectus
- Report (e.g. research, department, annual, financial)
- Speech
- Training manual
- Web pages
- Other: \_\_\_\_\_

**Audience** (that your document is intended for):

*List the profession(s) and management level of the audience your document is intended for. Also note if your audience is international so we can ensure that language and graphics are appropriate and neutral in tone and usage.*

---

---

---

**Current Status** (of the document that needs editing):

*If printed media:*

- Draft manuscript
- Final manuscript
- Page proof
- Final page proof

*If interactive media:*

- First prototype (alpha)
- Second prototype (beta)
- Usability trials
- Final content check
- Final content & architecture check

**Format and delivery method:**

*If electronic copy:*

**Platform:**

- PC
- Mac

**Application:**

- Word (Microsoft)
  - FrameMaker (Adobe)
  - QuarkXPress (Quark)
  - PageMaker (Adobe)
  - PDF (Adobe)
  - PowerPoint (Microsoft)
  - Other: \_\_\_\_\_
- 

*If paper manuscript/proof:*

- FedEx
- Courier
- USPS
- Fax

### **Part 3: Service Information**

**Type of edit requested:**

- Proofread/copyedit
- Substantive edit/rewrite
- Page check/final review

**Editorial style guide requested** (if not specified, we will use the *Chicago Manual of Style*):

- Chicago Manual of Style*, 14th Edition
- Associated Press
- American Psychological Association
- US Government Printing Office
- Company/in-house style (please provide EE with a copy if you select this)
- Other \_\_\_\_\_

**Dictionary requested** (if not specified, we will use *Webster's 10th Collegiate Dictionary*):

- Webster's 10th Collegiate Dictionary*
- American Heritage Dictionary*, 3rd Edition
- Webster's New World College Dictionary*, 4th Edition

**Completed by** (select the date and time you need your document edited and returned):

Day: \_\_\_\_\_

Month: \_\_\_\_\_

Year: \_\_\_\_\_

Hour (EST): \_\_\_\_\_

**Delivery preference** (of your document after it has been edited by EE):

- Email (corrections made to electronic document)
- Postal mail (hard copy and electronic document)
- FedEx priority overnight (hard copy and electronic document)
- Fax edits; I'll modify the electronic document myself

### **Part 4: Billing Information**

**Payment Method:**

- Credit card (Visa, MasterCard, American Express, Discover)
- Corporate account (terms net 15 days)
- PO (for orders of \$500 or more)

*If paying by credit card:*

**Card type:**

- Visa
- MasterCard
- Discover
- American Express

**Number:**

\_\_\_\_\_

**Expiration date:**

Day: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Address** (If different from the personal information in Part 1)

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

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mail or fax this form (along with your document) to:

**nSight, Inc.**  
**c/o Edit Express**  
**1 Van de Graaff Drive, Suite 202**  
**Burlington, MA 01803**  
**Tel: (781) 273-6300**  
**Fax (781) 273-6301**

***Thank you for your business!***