

Index Quote Request

Title of book:

Author:

Type of text (trade, scholarly, technical, textbook, other):

Intended audience and/or content level (basic, K-12, average, difficult, etc.):

Subject matter:

Length of text (pages):

Estimated index entries per page (an average trade book would be 3 to 5):

- 3-5 entries per page
- 5-7 entries per page
- 7-10 entries per page
- other _____

Single or multiple index and type of index (subject only, name, author-title, authors cited, other):

Index length limit (none or number of pages):

When will final page proofs be available?

Will a pdf file of the page proofs be available?

When will the index need to be finished?

How would you like the index delivered? (email, disk, hard copy)

What style guide do you want me to follow? (CMS, sample, house, other)

Are there any special requirements or other information you would like to tell me about this project?

Your name and title:

Your company:

Your email address:

Your phone number:

Please fax to 425.962.2843 and I will email back to confirm that I have received your request. After I have reviewed this information, I will contact you with either a quote or with additional questions. My quote will be an estimate based on the above information and may need to be adjusted after I have seen a sample of the text. If you are unsure about any details such as style guidelines, I would be happy to make suggestions.