



Quote/Order Request Form

We recognize that each job and work situation is unique, and personal service is our strongest asset. So if you'd like to speak with a Creative Solutions representative before placing your order, please call 800.621.2721 or email us at info@cs-edit.com. If you prefer, you can complete the form below, fax or mail it to us, and Creative Solutions will provide you with a no-obligation quote. We begin work only after you approve the quote.

Part 1: Contact Information

First Name: _____ Last Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

Industry: _____

- Please email me information about Creative Solutions.
- Please send me information via U.S. mail.
- I would like to order *Go Ahead...Proof It!*
- I would like to order *The Art of Styling Sentences*.
- I would like to be added to the Creative Solutions newsletter mailing list.

Part 2: Document Information

Title of your project:

Format and delivery method:

If electronic copy:

Platform:

- PC
- Mac

Application:

- Word (Microsoft)
 - PDF (Adobe)
 - FrontPage (Microsoft)
 - QuarkXPress (Quark)
 - Excel (Microsoft)
 - PowerPoint (Microsoft)
 - Other
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If hard copy, method of delivery:

- Fax
- Same-day courier
- Overnight courier
- U.S. mail

Part 3: Service Information

Type of service requested:

- Consulting
- Copyediting
- Design and Production
- Indexing
- Project Management
- Proofreading – Comparison
- Proofreading – Editorial
- Proofreading Workshop
- Style Sheet Preparation
- Substantive Editing
- Translation/Localization
- Writing

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

- Chicago Manual of Style*, 14th Edition
- Associated Press
- Company/in-house style (please include electronic file of your in-house style guide)
- U.S. Government Printing Office
- American Psychological Association
- Other _____

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

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

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

Day: _____

Month: _____

Year: _____

Hour (EST): _____

Delivery preference for completed project:

- Phone
- Fax edits
- Email (corrections made to electronic document)
- Same-day courier (hard copy and electronic document)
- Overnight courier (hard copy and electronic document)
- U.S. mail (hard copy and electronic document)

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

Creative Solutions Editorial, Inc.
506 Kansas Street
San Francisco, CA 94107

Tel: 800.621.2721

415.621.0465

Fax: 415.626.9147

Whenever you need your writing polished, we're as close as your phone, fax, or computer.

Thank you for your business!