



tel: 541.482.6210
fax: 541.482.2686

38 Water Street
Ashland, OR 97520
incahootsdesign.com

COLLABORATIONS IN BOOK DESIGN

Book Interior Pre-Proposal Information

The following will give us information for our complimentary first meeting.
Please return by fax or mail.

Client/contact name _____ Date _____

Title of Book _____

Mailing Address _____

Physical Shipping Address (if different) _____

Phone _____ Fax _____

Email/website _____

Federal Express Account # _____

(Please call Federal Express at 1-800-238-5355 to set up an account if you don't already have one—it takes just a minute.)

Book Trim Size _____

Printer's Name/Phone # _____

Please check the box for each element applicable to your book and indicate the number of pages on the line that follows.

Table of Contents (estimate) _____ Chapter Heads _____

Text Pages _____ Index _____

Charts and Tables _____ Illustrations _____

Photos _____ Order Forms _____

Other special formatting, such as sidebars, numbered or bulleted lists, tabs, footnotes.

If you would like a quote for proofreading, please check one or both of the following.

Copyediting: Correcting improper spelling, punctuation, grammar, format, and style, and maintaining consistency.

Line editing: Copyediting plus editing original manuscript for content, organization, logic and tone