

# Sample Letter of Agreement

Stacy Ennis • 208.861.0885 • stacylynnennis@gmail.com

Sarah Goodauthor  
1234 Main St.  
Boise, Idaho 83702

Dear Ms. Goodauthor,

It was a true pleasure meeting with you the other day, and I look forward to the opportunity to work with your novel, *Undeniably Good Fiction*. At our meeting, we discussed the need for editing of your manuscript, specifically “light substantive editing and copyediting of the entire manuscript.” You indicated that the novel has been through both developmental and substantive editing, so you feel it is structurally sound. Below are the proposed deliverables, based on our conversation:

**Content editing and copyediting (novel, approx. 80,000 words) – flat fee: \$1,950. I will provide the following deliverables in a Microsoft Word file:**

**Content editing**, including the following:

- Structural editing, including suggested areas to delete, expand upon, and move, as well as notation of ineffective transitions between paragraphs, chapters, and ideas
- Editor’s notes, including discussion of unclear passages or sections, inconsistencies, and other comments
- Specific suggestions for improving the manuscript

**Copyediting**, including the following:

- Formatting the manuscript for design
- Editing for grammar, syntax (word order), punctuation, capitalization, parallelism, and spelling
- Identifying areas that need clarification or revision
- Checking for alignment with the chosen style guide (e.g., *The Chicago Manual of Style*)
- Checking for consistency (e.g., between the table of contents and chapter/section titles, font types and sizes, and use of terms)

**A manuscript-specific style guide**, detailing nuances specific to your manuscript. This can be used as you write and revise subsequent novels in the series. *I ask that you provide any notes you have on characters, names, terms, or any other manuscript-specific elements.*

**One 30-minute phone consultation** to discuss any questions you have after reviewing the manuscript. It is recommended that we schedule this phone consultation as early as possible so that the manuscript is still fresh in my mind.

I request that half of the fee (\$975) is paid up front, prior to beginning the work, with the balance (\$975) paid within 10 days after the Microsoft Word file is delivered. Should you choose to terminate the project at any time and for any reason, as the editor, I will be entitled to full payment for all the time invested to that point.

With experience in editing, I feel confident in delivering a quality product that meets your needs and exceeds your expectations. I believe in completing projects to the satisfaction of both the client and myself and look forward to helping you write the best book possible.

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If you agree to this bid, please sign below, then make and keep a copy for yourself, and send the original by mail with the first half of the total (\$975). Please note that this bid is valid until December 31, 2016. Thank you, again—I look forward to working with you.\*

Kind regards,

Stacy Ennis

I have read, understand, and agree to the above bid:

\_\_\_\_\_  
Sarah Goodauthor

\_\_\_\_\_  
Date

\* Bowerman, Peter. *The Well-Fed Writer*. Atlanta, GA: Fanove Publishing, 2001. Sections of this letter of agreement are based on a sample bid letter in *The Well-Fed Writer*.