

# Backspace Ink

EDITING AND BOOK DESIGN • FROM MANUSCRIPT TO PRINT



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## ESTIMATE, FIXED BID, OR HOURLY?

- **OPTION #1: Would you like an estimate?**

If you have a book project and would like us to prepare a free estimate, please call us at **650.355.4640**.

Estimates are for one round of work.

- *If the time spent is less than what we estimate, you will receive an immediate refund of the difference, or you can apply the difference to other services as you wish.*
- *If we anticipate needing more time than what we estimate, we will let you know as soon as we can tell that the time is going to go over so you can decide whether you want to continue.*

- **OPTION #2: Would you prefer a fixed bid?**

If you would like a fixed bid, please call us at **650.355.4640**.

Fixed bids are for one round of work. We will bid 25% higher than we do for an estimate for unforeseen situations and tasks.

- *If the time spent is less than what we bid, you will not receive any refund of the difference.*
- *If we anticipate needing more time than what we bid, we will not charge you for any additional time.*

- **OPTION #3: Is an hourly arrangement better?**

If you would like us to work hourly, we would be happy to do so. You may authorize a certain amount of time, and we will continue in this fashion until the project is completed.

## HERE'S HOW IT WORKS

- Call or e-mail to tell us about the particulars of your book project.
- Decide whether you want an estimate, a fixed bid, or an hourly arrangement.
- Send us your manuscript.
- If you are requesting editing services, we will be happy to prepare a one-page editing sample at no charge; however, there will be a fee for more extensive editing samples based on the length of the requested sample.
- The estimate or fixed bid will be based on knowledge of the project known at that time. If, during the production process, the scope of your book project changes, you may request and we reserve the right to submit another estimate or fixed bid at any time.
- If the estimate or fixed bid accurately describes the requested services, please sign, date, and fax it to **650.355.3630** (or scan and [send it via e-mail](#)).
- We must receive payment before work can begin.

## PREPAYMENT METHOD OPTIONS

- Electronic bill pay (payable to Backspace Ink);
- Personal check (payable to Backspace Ink); or
- Credit card (payment taken over the phone; 50% of the credit card fee will be added).

Once we receive your payment, the signed estimate or fixed bid, an agreement defining the requested services, and the final version of your manuscript, we will begin your book project!

## DISCONTINUING OUR SERVICES

If you wish to discontinue our services at any point during the project, you will receive a refund for the difference between the time already spent and the time for which you have paid.