**CLIENT INFORMATION**

Dear Client

Please complete the following information and return via email.

|  |  |
| --- | --- |
| **CONTACT DETAILS & PERSON LIABLE FOR THE ACCOUNT** | |
| TITLE |  |
| NAME & SURNAME |  |
| CELL NUMBER(S) |  |
| OCCUPATION |  |
| WORK NUMBER |  |
| POSTAL ADDRESS |  |
| EMAIL ADDRESS |  |
| **ALTERNATIVE CONTACT PERSON** | |
| NAME & SURNAME |  |
| CELL NUMBER(S) |  |
| WORK NUMBER |  |
| EMAIL ADDRESS |  |
| **BRIEF DESCRIPTION OF PROJECT** | |
| SUBJECT / FIELD OF STUDY |  |
| TITLE OF THE MANUSCRIPT AS REGISTERED WITH THE RELEVANT INSTITUTION[[1]](#footnote-1) |  |
| \*WORD COUNT OF CONTENT[[2]](#footnote-2) |  |
| REFERENCING STYLE |  |
| WHAT SHOULD THE EDITING INCLUDE[[3]](#footnote-3)?  *HIGHLIGHT* | * Language editing and proofreading (R 0,20 per word [chapter content]) * Technical editing (R 0,30 per word theses/dissertations)   + document layout, numbering |
| INSTITUTION/ UNIVERSITY |  |
| STUDENT NUMBER |  |
| SUPERVISOR/ PROMOTOR |  |
| DATE OF EDITING |  |
| DATE OF SUBMISSION FOR EXAMINATION (IF APPLICABLE) |  |
| OTHER NOTES\* (IF APPLICABLE) |  |

* If there are any enquiries (e.g. about the use of terminology or any aspect of research writing), you will be informed and, if necessary, also be requested to communicate the particular enquiry to your promoter/supervisor(s).
* A 25% deposit should be paid before commencement of editing. The final edited version of the document (the Word document as well as the PDF) will be sent by email when the final/outstanding amount is paid (or official proof of payment, by means of a bank statement, has been received). If the word count is not yet known at the beginning of the editing process, R 2000 deposit must be paid (only applicable to theses/dissertations). If the work is cancelled before the editing is complete, the deposit will be forfeited (and the copy in which the editing was done will not be delivered).

**BANK DETAILS:**

**Katherine Steinke**

**BANK:** Standard Bank

**BRANCH CODE:** 050610

**ACCOUNT NUMBER:** 25 168 048 7

**ACCOUNT:** SAVINGS ACCOUNT

**REFERENCE:** NAME

\*Please send proof of payment to **info.wordwise@gmail.com**

* The **final chapters/articles** should be sent for editing. If texts are rewritten or restructured during the editing process, an additional invoice will be issued.
* The final chapter/article must reach Katherine Steinke at the latest two weeks before the submission date as set by the institution.
* The final copy should also be sent to your supervisor (if applicable) so that he/she can review it and sign it off.
* Language editing entails making the text, as it is presented by the client, reader friendly. Language editing does not entail conducting research on behalf of the client and/or writing intellectual work.
* Although the referencing style (e.g. according to Harvard/APA guidelines) may be edited (if requested), clients must also make certain that all sources are cited/acknowledged sufficiently (including verbatim quotes) before submitting the manuscript for examination/publication.

Kind regards.

Katherine Steinke

1. The correct version of the title of the manuscript (in terms of upper/lower case and punctuation) must be provided. [↑](#footnote-ref-1)
2. If available. [↑](#footnote-ref-2)
3. The editing may take up to 3-4 weeks, depending on the nature of the editing that is required. If technical editing is also required, editing may take up to 5-6 weeks. [↑](#footnote-ref-3)