



SAMPLE PROJECT PROPOSAL

Client A. Super Author
Title *You Should Read This: A Fascinating Book*

COST ESTIMATES

	Low	High	Details
Copyediting	\$—	\$—	Edit for style consistency, grammar, punctuation, and overall flow using the Track Changes feature in MS Word
Page Design & Layout	\$—	\$—	Create original interior design coordinated with cover design and compose pages; enter corrections from author and proofreader (up to 6 hours of corrections included; additional corrections are \$—/hour)
Proofreading	\$—	\$—	Read and mark page proofs (PDF) for mechanical and typographical errors
Cover Design	\$—	\$—	Discuss author's design preferences and cover goals, create three to five sample front-cover designs, make up to two rounds of changes based on author's feedback, and design back cover and spine
Project Consulting	\$—	\$—	Recommend book specifications, explain print book choices and printer bids, provide advice on distribution and e-book conversion options, help define audience/market, and write back cover and/or other marketing copy
Project Management	\$—	\$—	Manage production schedule and process, collate author's and proofreader's corrections, coordinate indexing, edit back cover copy, and prepare files for the printer
Cost Totals	\$—	\$—	

PROJECT AGREEMENT TERMS AND GUIDELINES

1. Trio will charge the client only for work done and expects not to go beyond the estimated range for each task as presented on page 1 of this proposal.
2. The client is welcome to request that tasks be added after the project has commenced. In that case Trio will provide an estimate of the additional cost of those tasks and will need the client's agreement before the tasks are accepted as part of the project.
3. Trio will not be held accountable for schedule changes beyond its control. Close communication, of course, will prevent surprises for either party.
4. Trio is not responsible for obtaining reprint permission for text, artwork, or other copyrighted material.
5. Trio requests 1 gratis copy of the finished book.