

EDITING AGREEMENT

Client and Editor Information

Client: Alan Davis
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Editor: Gabrielle Burns
Editor's email: gb97s@login.MissouriState.edu
Editor's phone: (573) 578-7532

Document Information

Document title: "Big Book 2023."
Section(s) title: "Local Beer, Great Food, Truly Friendly Service," "Uniform Policy," "Communication," and "Safety/Sanitation."
Date submitted: January 17, 2025
Date to be completed: April 30, 2025

Length in typescript pages: 15 pages

Format submitted: Hard copy

Electronic

Editing Required

- Spelling, grammar, punctuation
- Consistency
- Match of cross-references, *etc.*
- Completeness of parts
- Accuracy of terms, numbers, *etc.*
- Visuals
- Copymarking for graphic design
- Organization
- Style: diction, sentence structure, persona
- Format: headings, type, *etc.*

Agreement

Is online editing acceptable? Yes No

Estimate of time in hours: 40

Date promised: April 30, 2025

This estimate is based on document specifications and editing tasks as shown here. It is binding only so long as the specifications and editing tasks remain constant, and the document is available for editing on the date cited. Any changes will require a new estimate. All texts and materials received from Springfield Bricktown Brewery General Manager Alan Davis will be kept confidential by the editor. The document's final, edited version will be returned to the author by the agreed-upon completion date. The editor has permission to include this material in a portfolio of materials to show prospective employers.

Author's signature

Printed name

Date

Editor's signature

Printed name

Date

Instructor's signature

Printed name

Date