



PROCESS ELT

Professional Centre for Editorial Services in ELT

PROJECT DESCRIPTION AND ESTIMATE REQUEST FORM

Client identity

Please fill in below

Company name		Tel.	
Contact		Fax.	
Position		E-mail	
Mail address		Tax details	

Project description

Please fill in below

Series title			
Component title			
Medium/Type			
Typical competitor			
User profile	Age	Level	Market
			Background

Project specification

Please fill in and tick as appropriate

Extent		Xtra keybrd	<input type="checkbox"/>	Aw no.		Agenc photo	
Format		Pg complex	<input type="checkbox"/>	Aw complex		Com's photo	
Colours, ins		Phonetics	<input type="checkbox"/>	Aw colours		Special DTP	<input type="checkbox"/>
Colours, cov		Other lang		Realia no.		Special FX	<input type="checkbox"/>
Key stages required	Ms sample <input type="checkbox"/>	Des smple <input type="checkbox"/>	Aw smple <input type="checkbox"/>	Pilot ed <input type="checkbox"/>	1 proofs <input type="checkbox"/>	2 proofs <input type="checkbox"/>	3 proofs <input type="checkbox"/>
	final aw <input type="checkbox"/>	lasers <input type="checkbox"/>	film <input type="checkbox"/>	matchprint <input type="checkbox"/>	ozalids <input type="checkbox"/>		
Work period	Start date		End date		Lead period (weeks)		

Services

Please tick as appropriate

Research <input type="checkbox"/>	Consultancy <input type="checkbox"/>	Commission reports <input type="checkbox"/>	Author commiss <input type="checkbox"/>
Feedbk to Author <input type="checkbox"/>	Author managem <input type="checkbox"/>	Project Managem <input type="checkbox"/>	Packaging <input type="checkbox"/>
M/s developm <input type="checkbox"/>	Editorial approval <input type="checkbox"/>	Copy-editing <input type="checkbox"/>	Disk-cleaning <input type="checkbox"/>
Keyboarding <input type="checkbox"/>	Proofreading <input type="checkbox"/>	Editorial Managem <input type="checkbox"/>	Web developm <input type="checkbox"/>
Design brief <input type="checkbox"/>	Design commission <input type="checkbox"/>	A/w brief <input type="checkbox"/>	A/w commission <input type="checkbox"/>
Photo brief <input type="checkbox"/>	Photo research <input type="checkbox"/>	Tapescript prep <input type="checkbox"/>	Commission audio <input type="checkbox"/>
Production Managem <input type="checkbox"/>	Production Editing <input type="checkbox"/>	Production Control <input type="checkbox"/>	Web production <input type="checkbox"/>
Repro commission <input type="checkbox"/>	Repro managem <input type="checkbox"/>	Manuf liaison <input type="checkbox"/>	Production Control <input type="checkbox"/>
Concept origination <input type="checkbox"/>	Authorship <input type="checkbox"/>	Assist Author <input type="checkbox"/>	Copy-writing <input type="checkbox"/>
Promo writing <input type="checkbox"/>	Prof presentat <input type="checkbox"/>	Commerc presentat <input type="checkbox"/>	Multimedia present <input type="checkbox"/>
Presenting <input type="checkbox"/>	On-line copy writing <input type="checkbox"/>	DTP promo material <input type="checkbox"/>	Software consult <input type="checkbox"/>
Other? <input type="checkbox"/>			

Any additional information:
