

# Charlotte Evans Writing LLC

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www.ceonlineconsulting.com

www.ceonlinetutoring.com  
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Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Project Information: \_\_\_\_\_

## POSTED DESCRIPTION:

## DETAILS OF SERVICES REQUIRED:

*Check All Applicable*

<input type="checkbox"/>	Writing	<input type="checkbox"/>	Editing	<input type="checkbox"/>	Research	<input type="checkbox"/>	Copy Editing
<input type="checkbox"/>	Proofreading	<input type="checkbox"/>	Consulting	<input type="checkbox"/>	Marketing	<input type="checkbox"/>	Interviewing
<input type="checkbox"/>	Design/Layout	<input type="checkbox"/>	Indexing				

## DELIVERABLES

(1) \_\_\_\_\_

(3) \_\_\_\_\_

(2) \_\_\_\_\_

(4) \_\_\_\_\_

PREFERRED DEADLINES

1st Draft:	(1) _____	(2) _____
	(3) _____	(4) _____
Final Draft:	(1) _____	(2) _____
	(3) _____	(4) _____

Deliverable 1:  
Description:

Preferred References (if any):  
Preferred Layout Style (if applicable, e.g. .pdf, Word, etc.)

Deliverable 2:  
Description:

Preferred References (if any):  
Preferred Layout Style (if applicable, e.g. .pdf, Word, etc.)

Deliverable 3:  
Description:

Preferred References (if any):  
Preferred Layout Style (if applicable, e.g. .pdf, Word, etc.)

Deliverable 4:  
Description:

Preferred References (if any):  
Preferred Layout Style (if applicable, e.g. .pdf, Word, etc.)