

# Procedures

Thank you for your interest in my services. Keep reading to learn how it all works at Editing Your Worlds!

## 1. Connect with me!

We can connect via email or Facebook Messenger. Sometimes, I reach out to clients if I think we'll be a good fit, but if you're interested in my services please feel free to email me at [bjordan@editingyourworlds.com](mailto:bjordan@editingyourworlds.com), message me through the [Editing Your Worlds](#) Facebook page, or reach out through the website [Contact Form](#). Though I aim to be very flexible, I prefer to use email.

## 2. Are we a good fit?

The very first things I will ask you for include the genre of your piece, the word count, and a blurb or summary. I also offer bundles for multiple books, in which case, you can simply provide the information for both novels. Likewise, I may ask what in particular you are looking for in an edit. This information can help me determine if your project will be a good fit for me and my skill set. Don't worry if we're not a match, though. I have my own network of editors I can refer you to and will do my best to help you find the right person for you and your manuscript!

## 3. Planning your project.

The next step in the process would be to determine which of my available services best suits your needs or for me to develop a custom service for you. Additionally, we'll need to establish the price of the project and a timeline for completion. This stage often requires some back and forth regarding your concerns and my plans, so don't be alarmed if it takes a couple of days to get everything sorted out. Around this time, I'll also ask you to complete my [Author Questionnaire](#) and send a copy of the manuscript for review. The latter will help me plan your edit and finalize the project price, while the former can help us develop a custom service for you and proves essential in allowing me to edit your work in a way that suits your needs.

## 4. Grab your (digital) pen!

Once everything has been worked out, I'll draft a contract outlining the details and constraints of your project. It will outline dates for invoices to be sent and payment to be made. I ask that you thoroughly review the contract and let me know if you have any questions or concerns. Projects can take weeks or months to complete, so the contract serves as my guide as to what the project entails. Anything that is not in the contract may not be considered during the actual edit. If all parties agree to the contract, I'll send out a signable copy via Panda Docs.

## 5. Money matters.

After the contract has been signed, you can expect your first invoice to be sent out. This is typically a non-refundable Reservation Fee. Since, I often book projects weeks or months in advance, having a Reservation Fee helps to prevent cancellations and gaps in my schedule. The Reservation Fee is a portion of your project cost and is always outlined in the contract. Please note that I use Stripe to send invoices and collect payments. Stripe allows me to customize invoices easily, receive payments in my bank account quickly, and even enables me to donate a small percentage of my editorial income to causes protecting our planet. I love it, but if you have any concerns about using this platform, please let me know.

## 6. You're done!

Now that everything has been established, all you have to do is continue to make payments on time, wait for progress updates (if applicable), and get ready to edit based on the revision letter and/or revised manuscript I send out. If you love the edit I provide, please leave a review or share my website with other authors you think I'd be a good fit for. Thank you so much for the opportunity to work on your wonderful manuscript!

