

**Forte Editorial Services**

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Date: January 2, 2007  
To: Sarah Jones, XYZ Association  
From: Kelley Bielewicz, Forte Editorial Services  
Re: Consumer resource kit

Thank you for the opportunity to present a quote for this project, which consists of the following tasks:

- 1. Editing the files of XYZ’s consumer resource kit for clarity, style, grammar/spelling, and accuracy as compared to source documents provided by XYZ
- 2. Preparing two versions — for online and for printed (PDF) media — with relevant language, links, and repetition

Editing is to be completed by Friday, January 27, 2007. Source files will be available immediately on an FTP site for which XYZ will supply password access.

**Estimate**

This quotation is presented as an estimate. If the files are in particularly good shape the final charges may be less. Actual charges will not exceed this estimate by more than 15% unless you are otherwise notified.

Editing content	30.0 hours
Hourly rate	\$80.00
Total project rate	\$2,400.00

**Terms of Agreement**

Forte Editorial Services is to be retained as an independent contractor for the duration of this project. The final work product will be the sole property of XYZ Association. Forte reserves the right to display representative work done on behalf of its client as part of Forte’s portfolio unless specified otherwise. Payment is due 30 days from date of invoice. Unpaid balances may result in late fees.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

*Please either physically sign this document and return it to the address above or electronically sign it and return it by e-mail to info@forte-editorial.com.*