

Innoword Order Form

How to place an order for proofreading and editing services:

- 1) Fill in the Order Form.
- 2) Save the form.
- 3) E-mail the form, along with your documents to be edited and any reference documents, to info@innoword.com.

First name _____ Last name(s) _____

E-mail address _____

Telephone number _____ Time zone _____

Country _____

What is your deadline?

Day _____ Month _____ Year _____ Time _____

Please note: If we feel that we cannot meet your specified deadline, we will let you know.

Do you want us to edit for American English, British English or International English?

What kind of service would you like to receive: proofreading, light editing or in-depth editing?

(Optional) Do you have a preferred style guide?

(Optional) Do you have any special instructions or concerns? Is there anything in particular you would like us to pay attention to?

Please save and send this Order Form, along with your documents to be edited and any reference documents, to info@innoword.com. Thank you!