



Freelance Estimating Checklist

Date: _____ Job #: _____

Client: _____

Project: _____

DELIVERABLE		
<input type="checkbox"/>	Type	<input type="checkbox"/> Manuscript _____ <input type="checkbox"/> Abstract _____ <input type="checkbox"/> Poster _____ <input type="checkbox"/> Gap Analysis/Publication Plan _____ <input type="checkbox"/> Monograph/White paper _____ <input type="checkbox"/> CME _____ <input type="checkbox"/> Sales training _____ <input type="checkbox"/> Slide deck _____ <input type="checkbox"/> Script _____ <input type="checkbox"/> Brochure _____ <input type="checkbox"/> Manual _____ <input type="checkbox"/> Executive summary _____ <input type="checkbox"/> Case study _____ <input type="checkbox"/> Other _____
<input type="checkbox"/>	Size/length <input type="checkbox"/> Draft form <input type="checkbox"/> Published form	Approx # of pages _____ Approx # of words _____ Approx # of tables _____ Approx # of figures _____ Approx # of references _____
<input type="checkbox"/>	Style	<input type="checkbox"/> High science <input type="checkbox"/> Scientific <input type="checkbox"/> Science-lite <input type="checkbox"/> Conversational/Colloquial <input type="checkbox"/> Other _____



REFERENCING/REFERENCES		
<input type="checkbox"/>	Annotations <input type="checkbox"/> Bracketed within text <input type="checkbox"/> Text boxes	Style _____
<input type="checkbox"/>	Highlighting <input type="checkbox"/> Manual <input type="checkbox"/> Electronic	<input type="checkbox"/> Underscore <input type="checkbox"/> Highlight <input type="checkbox"/> Box <input type="checkbox"/> Other _____
<input type="checkbox"/>	Procurement	<input type="checkbox"/> I research/create reference list <input type="checkbox"/> I research and procure references <input type="checkbox"/> Client provides references (All/Some)
REVISIONS/REVIEWERS		
<input type="checkbox"/>	Revision Drafts	<input type="checkbox"/> First _____ <input type="checkbox"/> Second _____ <input type="checkbox"/> Third _____ <input type="checkbox"/> Other _____
<input type="checkbox"/>	Reviewers How many? _____	<input type="checkbox"/> Separate comments from each reviewer <input type="checkbox"/> Coordinated comments in single document <input type="checkbox"/> Other _____
LOGISTICS		
<input type="checkbox"/>	Teleconferences	<input type="checkbox"/> Number _____ <input type="checkbox"/> Approximate length (each) _____
<input type="checkbox"/>	Meetings	<input type="checkbox"/> On site (location) _____ <input type="checkbox"/> Alternate site (location) _____ <input type="checkbox"/> Other _____
OTHER		
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____