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Document title KSU Student Handbook

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Date submitted 4/10/2012

Type Handbook

Length in pages/screens 83

Date due 5/3/2012

Form submitted: paper copy

digital copy

Visuals: total number 2 photos 2 tables _____ graphs _____ other _____

Other nonprose material _____

Editing required:

spelling, grammar, punctuation

style: tone, diction, sentence structure, globalization

consistency

copymarking for graphic design

match of cross-references, figure numbers, etc.

preparation of production-ready pages

completeness of parts

preparation of production-ready visuals

accuracy of terms, numbers, etc.

HTML/XML coding or checking

visuals

HTML/XML links check

organization

document design

Other related tasks (reference check, product testing, index, permissions requests, etc.):

Online editing acceptable? Yes No

Estimates of time: hours 32 working days 4

Milestone (review) dates: _____

Handoff date: 4/3/2012

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Conditions (if any): _____

This estimate is based on document specifications and editing tasks as shown here. It is binding only so long as the specifications and editing tasks remain constant and the document is available for editing on the date cited. Any changes will require a new estimate. Because the document is in PDF format, and I only have Acrobat Reader, the edits will be in comment form and will have to be put into place by someone who has the full Acrobat program.



Ed Bonza

Client

4/30/12

date



Editor

4/29/2012

date