



### BILLING GUIDELINES

- Advance payment is required for all projects, except for projects submitted by clients using our retainer packages.
- Monthly invoicing is available for our retainer clients only.
- A \$150 deposit is due for all writing projects.
- A \$300 deposit is due for all ghostwriting projects.
- We accept Visa, MasterCard, American Express, Discover and PayPal.

#### Our process:

1. Submit an inquiry and/or document sample through the Inquiries page of our website here: <http://www.wordnerdeditorial.com/inquiries/>.
2. We will assess your needs and your deadline and send a pricing estimate to you via electronic mail.
3. Sign and date the pricing estimate and return it by fax to 877-575-6373.
4. Remit payment in full through the Packages and Payments page of our website here: <http://www.wordnerdeditorial.com/packages-and-payments/>. (For writing services, remit a deposit payment in the amount of \$150; for ghostwriting services, remit a deposit payment in the amount of \$300. For both writing and ghostwriting services, final cost will be determined upon completion of your project, when a final word count is determined.)
5. Submit your project through the Upload Projects page of our website here: <http://www.wordnerdeditorial.com/upload-projects/>.

#### Important things to consider:

- Service on your project begins after your payment has been received. Therefore, be mindful that failure to remit payment in a timely manner may affect your deadline.
- For writing and ghostwriting services: Cost is determined according to the final word count of your completed project. Your deposit amount will be deducted from the final cost. Your completed project will be returned to you after we have received your payment for the remaining balance.
- Word Nerd Editorial reserves the right to enact collections activities on all accounts that are not paid in full by the thirty-first (31<sup>st</sup>) day following completion of your project.

**Web: [www.wordnerdeditorial.com](http://www.wordnerdeditorial.com)  
Tel: 877-575-NERD**

**Email: [info@wordnerdeditorial.com](mailto:info@wordnerdeditorial.com)  
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