



Client Style Preferences

Instructions: Please open this form using Acrobat Reader and fill in the fields and select the appropriate boxes. You can save it and send as an attachment to holly@greysparrowproofreading.com.

CONTACT INFO:

Name _____

Mailing Address _____

Cell Phone _____

E-mail _____

May I text you? ☐ Yes ☐ No

STYLE GUIDE:

- ☐ Lillian Morson's *English Guide for Court Reporters* (Second Edition)
- ☐ *Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman Wells
- ☐ *The Gregg Reference Manual* (Tenth Edition)
- ☐ Other _____

PREFERENCES:

- | | | | |
|---|--|-----------------------------------|--|
| ☐ E-mail/e-email | ☐ (253) 555-5555 | ☐ Um-hum | ☐ Eight o'clock |
| ☐ Email/email | ☐ 253-555-5555 | ☐ Mm-hmm | ☐ 8:00 |
| | ☐ 253.555.5555 | ☐ Uh-huh | ☐ 8 o'clock |
| | | | ☐ 8:00 o'clock |
| ☐ Web site | | | |
| ☐ web site | ☐ Brush, paint, and palette | | |
| ☐ website | ☐ Brush, paint and palette | Spell out words one through _____ | |

What else should I know about your style? What has annoyed/pleased you about previous proofreaders? _____
