

Checklist for New Freelance Editors When Dealing with Clients

What You Should Know	And Why
That the industry standard for a page is 250 words	So that you can ask the client to quote at 250 words a page. Also, so that you can convert all editorial rates to the industry standard and compare rates across assignments*.
Your average output (words per hour) on different types of jobs (copyediting, proofreading, referencing, etc.)	So that you know approximately how long you will take to complete an assignment, how much you will earn per hour and how much to quote per word or per page of 250 words.
An editor's must-haves (software, hardware, books, usage guides, dictionaries, etc)	Because these are tools that help make you more efficient
How good an editor you are	Because it improves your confidence and increases your leveraging power.

*To convert any rate to 250 pages multiply by 250 (e.g. Rs. 50/300 words x 250 = Rs. 41 per 250 words)

What You Should Ask the Client for	And Why
The rate per page of 250 words	So that the client knows that <i>you know</i> there is an industry standard. You can ask for or quote a rate per page of 250 words or per word.
An extract of not more than 1000 words, to do a sample edit	Because it will give you an idea of how much to quote or how much you should be paid (the more the edits, the longer you take, the more you charge/should earn). Also, a free sample edit of more than 1000 words eats into your time on paid assignments.
The number of words (single project) / The number of words per day (longer engagement)	Because based on your average output (see above), you can plan your schedule and deadlines of multiple projects, and commit realistically to the client.
Expenses that you will incur to complete this assignment, reimbursed expenses (if any) and how these will be calculated	Because that you will give you reality check of how much you are actually earning per hour or per assignment (earnings minus expenses).
Payment terms: any advances, dates of payment, periodic deliverables linked to payments, how many rounds of editing does the rate include, etc.	Because you want to ensure you get paid fairly and on time.

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Confirmation in writing of all terms (an email or a contract)	So that you are protected should there be a dispute. Also, to create a balance in the relationship between client and freelancer. If a client is non-committal on a contract or even an email, you should put down any terms discussed orally with the client in an email to them.

What You Should Do on an Assignment	And Why
Communicate regularly with the client, especially on long assignments. Set up periodic calls to provide status updates. Get answers (as early as possible) to editorial questions that may affect the quality and completeness of your final deliverable.	So that the client develops a level of comfort and trust with you.
Meet the deadlines mutually agreed upon	Because the best way to create trust is do what you said you will. If for any unforeseen reason you realise that you cannot meet a deadline, give the client as much notice as possible.
Deliver work of the best quality	Because your final deliverable is the best advertisement of your abilities as an editor and may get you repeat business or references.
Improve the quality your deliver: look up or ask about what you don't know, and practice a new skill you've learnt	Because you will become a better editor.