Steps to Take After Landing Proofreading Clients

Print this checklist to help you remember exactly what to do after landing clients so can thrive in your proofreading career!

For more information about what to do after landing your first proofreading client, read my blog post where I go more in-depth about each step.

*Includes Amazon affiliate links.

☐ Step 1: Confirm details with the client.

- What is the deadline?
- Is there a style guide to work from?
- Is it just text, or are there any illustrations, tables, and figures?
- Are there references to deal with?
- How often does the client prefer to communicate about the project?
- What communication methods does the client prefer?

☐ Step 2: Ask for a representative sample of the work.

- For larger projects, aim for 5-10% of the total, taken from somewhere in the middle of the content.

☐ Step 3: Get the quote right.

- How long is the text?
- How complex is the subject matter?
- What is the deadline?

☐ **Step 4: Agree on a deadline.**

☐ **Step 5: Sign a contract or agreement.** (More info about creating a contract in this post.)

☐ **Step 6: Request and check all the materials immediately.**

☐ **Step 7: Set up your workspace.**

- Reference materials (dictionary, style guides, etc.) (I use the *Merriam-Webster's Collegiate Dictionary* and *The Chicago Manual of Style*)
- Computer/laptop/tablet
- Paper and pens/pencils
- Good lighting
- Proofreading software set up and ready to go (Track Changes is on in Word, etc.)

☐ **Step 8: Review the material and create a checklist.**

☐ **Step 9: Create a style guide.**

☐ **Step 10: Start proofreading.**

☐ **Step 11: Invoice the client.**

☐ **Step 12: Send the edited work after you receive payment.**

☐ **Step 13: Ask for feedback.**