



Heart Song Ghostwriting

Our Working Process

1. **Email Contact:** Online form requesting name / email / phone number / service desired / comments
2. **Initial Email Evaluation:** We email you some basic questions about your project to determine if your project is one on which we can work with you. We also include the *Fee Schedule* and a copy of this document, *Our Working Process*. If you desire to continue and send us your feedback, we will contact you to set up an official project interview.
3. **Official Project Interview:** We will speak with you using *Google Meet* concerning the general aspects of your project. The ghostwriters will meet afterward to review your project to determine if we are able to consider it.
4. **Acceptance:** If we accept the project, we email a contract to you and instructions for making your deposit. Before beginning work, we require your signature on the contract and a 10% deposit upfront. Billing will be handled through our chosen commerce platform. Billings will conform to the contract specifications. The final billing will be required prior to Finalizing the second draft (Item #12).
5. **Project Initiation:** Once item #4 is complete, we will email you with the materials we require you to forward to us for review.
6. **Preliminary Research and Preparation:** We'll review all available drafts, articles, notes, outlines, and other relevant materials provided by you as well as our notes taken during the earlier interview in preparation for the Strategy Sessions.
7. **Strategy Sessions—Planning and Outlining:** Intensive virtual strategy sessions will be scheduled to plan and outline the book. By the end of the sessions, the goal is to have a detailed outline of several pages in length.
8. **Developing the Draft:** The ghostwriter will write the manuscript one section at a time as outlined in item 9 and revise each draft based on your feedback and our discussions.
9. **Ongoing Review:** Throughout the writing process, the manuscript will be reviewed by another ghostwriter to improve the writing and offer their feedback and consultation on the overall quality and direction of the work. Rounds of review by you, the Author, typically occur in three phases: (a) upon completion of the introduction and first chapter; (b) upon completion of one-third of the manuscript; (c) upon completion of two-thirds of the manuscript; and (d) upon completion of the entire first draft. Each time the ghostwriter will discuss substantive issues with you and implement the desired changes. Note that the ghostwriter may contact you at any time for clarification. The reviews will be conducted through *Google Docs*.
10. **Second draft:** The ghostwriter reviews and revises the complete first draft to confirm it satisfies the purpose of the book.
11. **Final Billing:** The final billing with any adjustments for overages as outlined in the contract will be settled.
12. **Finalize the Draft:** Once the ghostwriters meet with you and review any changes, the next stage is final editing.
13. **Final Edit:** There will be three days delay after step #12 before editing for grammar, punctuation, and other proofreading elements will begin. If any questions arise during this process, the ghostwriter will consult you.
14. **Final Review:** With the completion of the editing phase, the ghostwriter will provide her final approval of the manuscript.