



# Heart Song Ghostwriting

## Our Working Process for Articles

- 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 for Articles*. 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 via *Google Meet* or other conferencing platform 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 will email a contract to you and payment instructions. Before beginning work, we require your signature on the contract and full payment based on the number of words requested. Billing will be handled through our chosen commerce platform. Fifty percent of the total is non-refundable.
- 5. Project Initiation:** Once item #4 is complete, we will send you an email with any 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 outlining and writing.
- 7. Developing the Draft:** The ghostwriter will write the first draft of the article.
- 8. Ongoing Review:** Throughout the writing process, the article is reviewed by another ghostwriter to improve the writing and offer their feedback and consultation on the overall quality and direction of the article. Review of the first draft by the Author will be followed by any revisions from feedback and discussions with the author.
- 9. Second draft:** The ghostwriter reviews and revises the complete first draft to confirm it satisfies the purpose of the article.
- 10. Finalize the Draft:** Once the ghostwriters meet with you and review any changes, the next stage is final editing.
- 11. Final Edit:** There will be three days delay after item #10 before editing for grammar, punctuation, and other proofreading elements will begin. If any questions arise during this process, the ghostwriter will consult with you.
- 12. Final Review:** With the completion of the editing phase, the ghostwriter will provide her final approval of the article and deliver document to the Author.