

AGENT WORKSHEET

_____ NAME OF AGENT

_____ AGENCY

_____ PHYSICAL LOCATION

_____ WEB ADDRESS

KEY BIO POINTS ABOUT AGENT:

_____	_____
_____	_____
_____	_____

KEY HISTORY ABOUT AGENCY:

_____	_____
_____	_____
_____	_____

AGENT STATES S/HE IS LOOKING FOR:

HISTORICALLY AGENT HAS REPRESENTED (IF DIFFERENT FROM ABOVE):

AGENT –or– AGENCY AREA OF SPECIALIZATION _____ (STATED OR UNSTATED)

KEY TITLES AGENT HAS SOLD:

_____	_____
_____	_____
_____	_____

AGENT’S AUTHORS and/or TITLES SIMILAR TO MINE:

_____	_____
_____	_____
_____	_____

AGENT WORKSHEET

SUBMISSION GUIDELINES (note source):

QUESTIONS WHEN YOU GET A “SEND IT”

WHAT (full or partial; how many pages/words/chapters; synopsis)

HOW (snail mail, email, attachment)

WHEN (deadline)

WHERE (address)

SPECIAL INSTRX (“requested materials” or PPWC)

QUESTIONS TO ASK *AGENT*:

What’s your typical turn-around time after receiving requested materials?

How closely do you work with your authors on editing?

What books (or authors) do you represent that you're most excited about?

What do you want to see more of / Do you want to see more of a particular style/genre?

What are you sick of seeing?

What are your favorite books/authors?

What’s the best book you read this year?

What do you read for pleasure?

What do you love about being an agent?

QUESTIONS *NOT* TO ASK:

What are you looking for?

How long have you been an agent?

What is standard manuscript format?

How much does it cost?

How much will I get paid?

How much marketing will you do?

Will my book be hardcover/softcover/ebook?

Can I have a say in the cover?

Will you look at my artwork?

EDITOR WORKSHEET

_____ NAME OF EDITOR

_____ EDITOR’S TITLE

_____ PUBLISHING HOUSE

_____ PARENT COMPANY

_____ PHYSICAL LOCATION

_____ WEB ADDRESS

KEY BIO POINTS ABOUT EDITOR:

KEY HISTORY ABOUT PUBLISHING HOUSE:

EDITOR STATES S/HE IS ACQUIRING:

HISTORICALLY EDITOR HAS ACQUIRED (IF DIFFERENT FROM ABOVE):

EDITOR –or– PUBLISHING HOUSE AREA OF SPECIALIZATION

KEY TITLES EDITOR HAS ACQUIRED:

EDITOR’S AUTHORS and/or TITLES SIMILAR TO MINE:

EDITOR WORKSHEET

SUBMISSION GUIDELINES (note source):

QUESTIONS WHEN YOU GET A “SEND IT”

WHAT (full or partial; how many pages/words/chapters; synopsis)

HOW (snail mail, email, attachment)

WHEN (deadline)

WHERE (address)

SPECIAL INSTRX (“requested materials” or PPWC)

QUESTIONS TO ASK *EDITOR*:

What’s your typical turn-around time after receiving requested materials?

What have you bought lately that you're most excited about?

What books are you most proud of editing?

What do you want to see more of / Do you want to see more of a particular style/genre?

What are you sick of seeing?

What are your favorite books/authors?

What’s the best book you read this year?

What do you read for pleasure?

What do you love about being an editor?

QUESTIONS *NOT* TO ASK:

What are you looking for?

How long have you been an editor

What is standard manuscript format?

How much does it cost?

How much will I get paid?

How much marketing will you do?

Will my book be hardcover/softcover/ebook?

Can I have a say in the cover?

Will you look at my artwork?