

## Preference Sheet

It's important I proofread to your style. Please let me know your preferences below. Thank you!

Name \_\_\_\_\_

Email address \_\_\_\_\_

Please list any preferences, including if you use a specific style guide and/or dictionary.

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Spell out numbers zero through \_\_\_\_\_

Serial comma

Example: The zoo exhibits featured penguins, elephants, and otters.

Comma before the word "too."

Example: She would like a ticket, too.

E-mail

e-mail

email

website

web site

nine percent

9 percent

9%

1<sup>st</sup> grade

first grade



**DKH-PROOF**

THE PROOF IS IN THE PRODUCT