

## Indexing contract: a draft proposal

### Between publisher

Name: .....  
Address: .....  
.....  
Tel: .....  
Fax: .....  
Email: .....

### and indexer

Name: .....  
Address: .....  
.....  
Tel: .....  
Fax: .....  
Email: .....

Contact name:

Title/description of work to be indexed:

Author:

Author's contact details (if liaison required):

Delivery date (proofs to indexer):

Delivery date (completed index to client):

Type of index required:

Name/subject/integrated/separate

### *Conventions to follow*

Total length of index:

Limited/unlimited

Number of lines

Maximum line length

Layout:

Set out/run on

Coverage of index to include:

Illustrations/text figures/tables

House style for index:

None/previously sent/attached

Delivery/presentation of index:

Email/disk/printout/typescript/CRC

Proofreading by indexer:

Yes/no

Copyright in index:

Client/indexer/other

Fee negotiated:

By hour/page/flat fee/other

VAT chargeable by indexer:

Yes/no

Expenses allowed (define):

Signature of client:

Date:

Signature of indexer:

Date: