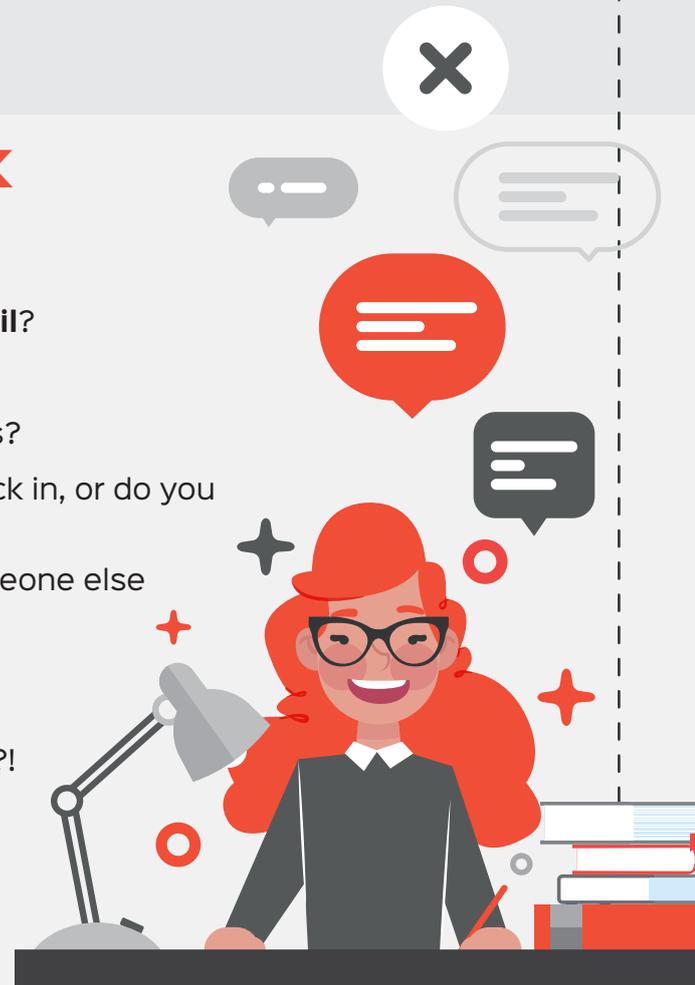# ESSENTIAL QUESTIONS TO ASK BEFORE HIRING A COPYWRITER

ABOUT THEIR WORK

+ Have you **worked on this topic** before? (e.g. financial services)
+ Have you **worked on a similar project** before? (e.g. website, brochure)
+ Do you currently have any other **clients who work in a similar** line of business to mine?
+ **What else are you working** on at the moment?
+ How can I **be a good client** to you?
+ What is your **favourite type of work**?

ABOUT HOW THEY WORK

+ Are you available to **meet face to face**?
+ Do you prefer to communicate by **phone or email**?
+ What are your **terms and conditions**?
+ Will you **comply with OUR terms** and conditions?
+ Do you like your clients to be **hands on** and check in, or do you prefer to **work independently**?
+ Will you be **doing the work yourself**, or will someone else in your team?
+ Do you **guarantee confidentiality**?
+ Or conversely, will you **share the fact that I'm a client** of yours with your **social media** following?! (pretty please)
+ Is there anything I can give you to **make your job easier**?

ABOUT THEIR PRICING

+ Do you require a **contract**?

+ Will you quote the **price before the job**?

+ **How do you charge?** By the hour, by the project?

+ If by the project, what's your **basic hourly rate** (for interest's sake)?

+ Do you require **payment at the beginning or end** of a job?

+ How many **revisions** are included in the price?

+ What do you charge if we require **more revisions**?

+ What do you charge if we require **more meetings** (by phone or in person)?

+ What will happen if the **scope changes**?

+ What will happen if we decided to **terminate** this project **before you have finished**?

+ Are you available for just this one project, or could the **relationship potentially be ongoing**? Does this affect the cost?

ABOUT THEIR TIMING

+ What's the expected **project turnaround**?

+ What will **happen if you miss the deadline** for any reason?

+ Are you available for **ad hoc copywriting jobs**?

ABOUT THEIR DELIVERY METHOD

+ **How will you deliver the project**? (a Word doc, Google doc etc)

+ How do you like to **receive revisions** or changes? (tracked changes, email, phone).