

## **Contract of proofreading and copy-editing services: Terms and conditions**

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My terms and conditions are provided so that the working relationship between the Client (also referred to as 'you' below) and Justine Cunningham (referred to as 'I' below) is understood from the beginning. Please feel free to contact me if you have any queries relating to the following:

### **My business**

I am a sole trader and self-employed. I am not VAT registered and do not charge VAT. I pay my own income tax and National Insurance contributions.

I am a British citizen and legally able to work in the United Kingdom.

### **Payment**

Unless otherwise agreed in writing, fees must be paid in sterling by bank transfer within 30 days of invoice, according to the Late Payment of Commercial Debts (Interest) Act 1998 (amended 2002 and 2013).

The Client will reimburse me for any agreed reasonable expenses over and above the usual expenses incurred in the process of editorial work.

### **The agreement**

Our working relationship will include:

- A mutually agreed fee dependent upon the type and amount of work involved;
- An agreed deadline;
- The agreement is non-negotiable;
- My right to renegotiate the fee and/or deadline if, during the term of the work undertaken, additional tasks are requested by the Client.

### **Cancellation**

If you cancel the project after I have commenced the work, then I reserve the right to charge for any work undertaken up to that point.

If I cancel the project due to unforeseen circumstances, then I will not charge for any work undertaken.

### **Storage**

Under the terms of the Data Protection Act 1998, the Client and I may retain files for the legal maximum of six years, unless otherwise agreed between us. I backup my files on to a separate hard drive. All backups are password protected.

### **Privacy**

All projects are confidential and will not be passed onto others unless specifically agreed between us.

### **Liability**

All care is taken to provide a high standard of work at all times; however, ultimate responsibility, liability and copyright for the work rests with the Client.

I cannot guarantee that the returned copy will be 100% error free.

### **Portfolio**

I reserve the right to use a Client's name in my promotional material.