

Date: _____

Editorial Services Contract

This agreement is between Leslie Heath (Editor) and _____ (Client).

Services

Mrs. Heath provides the following editing services: substantive editing, copy editing, and proofreading. The specific service(s) the client has requested is/are _____.

Brief description of project: _____.

The Editor will deliver the completed project on or before: _____.

Should the Client wish to change the scope of services or direction of the manuscript after work has begun, the Client should communicate this as soon as possible. The Editor may also recommend a scope change, and she will discuss this with the Client before making such a change. The Editor will inform the Client of any associated fees or deadline changes.

Payment

The fee for this project is based on a \$___ per hour rate. Total hours are estimated at a maximum of ___ hours. Total hours may be less. This is only an estimation of the complexity of the work involved, and the Editor will consult with the Client if project requires significantly more time.

When project is complete, the Editor will send an invoice to the Client to be paid in full within 30 days of invoice date. If there is an error in the invoice, please contact the Editor within 1 week of receipt of invoice. Otherwise, the invoice will be deemed valid. A finance charge of 5% per month will be applied to past due payments.

Editor is fully responsible for all state and federal income tax on earnings from Client.

Rights

The Client retains all rights of ownership to the manuscript/project. After the services are complete, the Editor agrees not to use/reproduce any part of the manuscript in the future except as a possible portfolio sample in which the Client will be named.

The client is ultimately responsible for the accuracy of the manuscript/project and certifies that the appropriate subject matter experts have reviewed the material prior to dissemination to the public. The Editor is not responsible for any errors or omissions that may arise in relation to the manuscript/project. The Editor is not responsible for detecting or correcting plagiarism.

Term

This agreement is valid from the date of signature until the Editor receives payment for all services rendered. The agreement may be terminated by either party with ____ days/weeks notice given to other party. The Client will pay the Editor for work completed prior to knowledge of termination.

By signing below, parties agree to all terms of this contract.

Signature of Editor: _____ Date: _____

Signature of Client: _____ Date: _____