



Ellison Editorial

Terms and Conditions

In this document the editor/proofreader (Amanda Ellison) is referred to as Ellison Editorial. All work is carried out in accordance with the following terms and conditions. Please also refer to my privacy policy.

General Terms

1	These terms govern all proofreading, editing or writing work undertaken by Ellison Editorial for the client.
2	I will provide the services as outlined in writing and confirmed by both parties. Neither the Client nor I are under any obligation to offer or accept additional work beyond what has been agreed.
3	Work will be conducted independently, at times and locations of my choosing, using my own tools and resources.
4	All tasks will be carried out solely by me and will not be subcontracted to any third party.
5	I do not edit or proofread text that has been generated primarily by artificial intelligence (AI). The client must inform me in advance if the manuscript contains any AI-generated content.
6	I am an independent contractor and responsible for my own taxes.
7	I am not VAT-registered.
8	The client must acknowledge in writing that they have read and accepted these terms.

Project Specifications

1	Before starting a project, the Client and I will confirm the following details in writing: <ul style="list-style-type: none">• The medium for editing (e.g., Word document).• The method of annotation (e.g., Track Changes).• The estimated duration for project completion.• The fee, based on a written evaluation of the project.
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	<ul style="list-style-type: none"> The agreed delivery date for source material and the return date for the completed work.
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Payment

1	A quote will be provided following my review of a sample and discussion of the project's scope with the client.
2	Once the fee is confirmed, it is non-negotiable unless the project scope changes or additional services are requested. In such cases, a new quote and timeline will be agreed upon.
3	Payment may be structured per 1,000 words or as a flat fee, depending on the agreement.
4	The quoted fee includes one pass of the manuscript. Any additional passes will be considered new projects and quoted separately.
5	For projects exceeding £500, a deposit of £500 is required. For projects at or below £500, a 50% deposit is required.
6	Once terms are confirmed, I will issue an invoice for the deposit.
7	The client must confirm agreement in writing to secure the project slot.
8	The deposit will be applied to the final invoice.
9	A project is officially confirmed upon receipt of the deposit, which must be paid within seven days of written agreement.
10	Any postal charges are payable by the client and will be itemised on the final invoice.
11	Final payment is due within fourteen days of invoice date unless otherwise agreed in writing.

Cancellation

1	If the client encounters exceptional circumstances (e.g., illness, family emergency), they should contact me to discuss the situation. I strive to be understanding and flexible.
2	In case of unforeseen circumstances affecting me, I will inform the client promptly and propose a new timeline or recommend an alternative service provider. The deposit will be refunded in these cases.
3	I may cancel at any time with written notice and will provide an applicable refund if necessary.
4	If the client cancels after the project has commenced, I reserve the right to invoice for the full agreed fee, less any deposit paid.
5	For cancellations with less than one week's notice before the project start, I may invoice for 100% of the fee, minus the deposit.
6	For cancellations with more than one week's notice, only the deposit will be retained.

Copyright

1	The client retains ownership of all materials provided for editing.
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2	The client agrees to hold me harmless from any claims related to copyright or trademark issues.
3	Upon full payment, any content created by me during the editing process transfers to the client, unless otherwise agreed in writing.

Data Protection

1	For HMRC purposes, I will securely store clients' details for seven tax years and will process all data in accordance with GDPR.
2	Clients are required to confirm that they accept these Terms and Conditions.
3	I will keep all work confidential, unless the client gives permission to do otherwise.

Liability

1	My total responsibility is limited to the total amount the client has paid me for the project.
2	I am not responsible for any indirect losses, such as loss of profits, business opportunities or reputation.
3	While I aim to catch as many errors as possible, no editor or proofreader can guarantee 100% accuracy. Once you have approved the final version, I am not liable for any remaining errors.

Agreement Form

In commissioning Ellison Editorial for an assignment, the client confirms that they have read, understood, and agree to be bound by these Terms and Conditions. These Terms and Conditions are governed by the laws of England and Wales. Both parties submit to the exclusive jurisdiction of the courts of England and Wales.

Signed:

Full name (in capitals):

Date: