

Terms of Engagement Agreement

This agreement explains the terms of engagement between **Autumnwood Editing** and _____ (“Client”).

Client Address/Telephone/Email: _____

Client chooses the following services:

Proofreading

\$.01 per word

Your manuscript or project will be proofread to a high standard. This includes grammatical mistakes, spelling errors - including the ones left behind by Spellcheck - and those problems that come from the writers spending too much time with the manuscript (blue eyes on page 2, brown eyes on page 23). This is your best value, because I will mark or question anything I see wrong. I will not fact-check, though, and will not reorder the material or make major suggestions to the work. I will watch for the most egregious errors.

Using Track Changes, you can easily decide which changes you want or I can execute proofreading changes and only mark the suggestions that you might prefer to review.

Editing

\$.03 per word

Editing is the extensive work – I will discuss rearrangement of material for strength, rewording for clarity, looking at the consistency of the length of chapters. Story weaknesses are discussed. You receive an in-depth assessment and a report on the work needed to bring it to a publishable standard. This service includes the proofreading services listed above.

Description of project: Title: _____

_____ pages

_____ words

_____ hard copy, handwritten changes

_____ use Track Changes© on electronic copy using MicroSoft Word©

_____ make all changes on electronic copy without query; use Comments to identify all other queries.

Describe the work and make special requests here. **Note: A standard page is 250 words.**

Deadline Agreement: _____

Completed work will be sent by email attachment in MicroSoft Word© unless other arrangements are written herein. If work cannot/will not be completed by the agreement, Autumnwood will advise client when the delay is known. A new deadline can be arranged by amending this agreement (or by email), or Autumnwood will return the work and accept payment for work completed to date.

Fee Agreement:

Client will pay to Autumnwood _____

with one-half paid in advance of work and full payment due at time of completion. Additional work, new work, changes to work or second editing charged at the same agreed fee.

Payment can be made by PayPal or by check.

Termination of project by Client before agreed-upon work is completed is acceptable; work completed to date must be paid immediately.

Postponement by either party may occur for unexpected reasons. In the case of postponement a mutually agreed upon arrangement to continue the project at the earliest time will be negotiated.

The terms of this agreement shall be interpreted according to the laws of the State of Ohio. This contract may be changed only by email or written contract amendments between Autumnwood and Client.

Editing is subjective, essentially being suggestions for improvement of a written piece of work. Client agrees to indemnify and save harmless Autumnwood Editing and Sheila Alexander from any and all claims or demands, including legal fees, arising out of any alleged libel or copyright infringement committed by the Author or Client in creating the work. No editor can guarantee the literary success of any written work based on suggested changes, and in signing this document Client and Author agree.

Signatures of both Autumnwood and Client activate this agreement and the terms outlined shall become binding upon both parties. Work begins when Autumnwood receives this signed agreement and a deposit equal to one-half of the agreed fees.

Sheila Alexander
Owner
Autumnwood Editing
Apple Valley Lake, Ohio 43028-9001
sheila@autumnwood.us
Date _____

Client
Date _____