

These terms and conditions apply to any work **ABT Edits** (the *Editor*) does for you (the *Client*).

General terms and conditions

1. The Client does not have to offer the Editor work, and the Editor does not have to accept work offered by the Client.
2. Both the Client and the Editor have the right to end a contract for services if there is a serious breach of its terms.
3. The Editor will keep the nature and the content of the work confidential and will not share it with anyone without the Client's written or emailed permission.
4. The Client and the Editor may keep records of information such as contact details only as necessary (UK law: The Data Protection Act 1998).
5. The Editor confirms that he is responsible for his own income tax and National Insurance Contributions.

During the editing process

1. The Editor will provide a service as mutually agreed and confirmed in writing by the Client.
2. If the Editor sees that significantly more work is required than agreed to in the first discussions, he may renegotiate the fee and the deadline.
3. If, during the editing work, the Client asks for additional work to be done, the Editor may renegotiate the fee and the deadline.
4. If the Editor's work is unsatisfactory, the Editor will rectify it in his own time and at his own expense.
5. The completed work will be based on the description of the work supplied by the Client.
6. The Editor guarantees that any work he has to subcontract on behalf of the Client (for example because of illness) will be completed to the same standard, schedule, and budget, and with the same conditions of confidentiality.
7. The completed work will be delivered on or before the date agreed, for the agreed fee.
8. Any content the Editor creates as part of the copy-editing or proofreading process will become the copyright of the Client, unless otherwise agreed.

Invoicing and payment

1. The Client will pay the Editor an agreed flat fee for the work.
2. The Client will reimburse the Editor for agreed reasonable expenses over and above the usual expenses incurred during the editing process.
3. By agreement, the Editor may invoice the Client separately for completed sections of the work (for example at 50% and on completion).
4. Unless agreed otherwise at the start of the work, the Client will pay within 30 days after receiving the Editor's invoice (UK law: The Late Payment of Commercial Debts (Interest) Act 1998).

(Payment by direct transfer is preferred for UK clients, and PayPal is preferred for overseas clients.)

(With acknowledgements to the Society for Editors and Proofreaders www.sfep.org.uk)

A simple process for working together

Here is a description of how we might work together. This simplified process is based on editing or proofreading a document in MS Word.

	What you do	What I do
1	Email your enquiry to abt.edits@gmail.com and include some information about your document (for example your deadline, the required publication standard, full word count) and a sample section or chapter.	I will evaluate the sample and reply as soon as possible with a first quote and a document with terms and conditions.
2	<ul style="list-style-type: none"> Discuss your document and the first quote in more detail. Agree to the first quote in principle, or decline it. 	Send you a final detailed quote for the work and a schedule for delivery and for invoicing.
3	<ul style="list-style-type: none"> Confirm that you accept the final quote. Send all relevant document files and a style guide. 	<ul style="list-style-type: none"> Work on the material according to our agreement. Return the work to you for your review.
4	<ul style="list-style-type: none"> Accept or reject changes to your document (for instance using Track Changes in Word). Raise any final issues or changes. 	<ul style="list-style-type: none"> Make the final changes to the document and return it to you. Email the final version to you and send you an invoice.