

## EDITORIAL SERVICES AGREEMENT

This Editorial Services Agreement ("Agreement") is made and entered into as of the date of the last signature below (the "Effective Date") by and between:

**Editor:** Kirsty Edmondson, hereinafter referred to as "Editor," and

**Author:** [Client's Full Name], hereinafter referred to as "Author."

Collectively, the Editor and the Author may be referred to as the "Parties."

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## SERVICES PROVIDED

The Editor agrees to provide professional editorial services, including but not limited to developmental editing, copy editing, and/or proofreading, as specified in writing by the Author. The first chapter of the manuscript will be edited free of charge as a sample of the Editor's work.

Service;

Developmental Editing [£0.03/word]

Copy Editing [£0.02/word]

Proofreading [£0.016/word]

Manuscript Title: \_\_\_\_\_

Manuscript Word Count: \_\_\_\_\_

Cost of Service: \_\_\_\_\_

## MANUSCRIPT OWNERSHIP

The manuscript, in both its original and edited form, shall remain the sole property of the Author. The Editor shall make no claim to any ownership, rights, or royalties from the Author's work.

## PAYMENT TERMS

- A **non-refundable deposit of 25%** of the total project fee is required before editing work begins.
- The remaining balance is due upon completion of the agreed-upon editorial work and before the final edited manuscript is delivered to the Author.
- Payment shall be made via PayPal.
- If payment cannot be made in full, see addendum 1 for alternative payment plans.
- Failure to pay the balance may result in withholding of the final edited manuscript.

## **NO REFUNDS POLICY**

All payments made under this Agreement are **non-refundable**. The Author acknowledges that editing is a subjective process and that while the Editor will use their professional judgment and expertise, no guarantees are made regarding the commercial success of the manuscript.

## **EDITORIAL TIMELINE**

The Editor agrees to provide an estimated completion date for the work based on the scope of the project. Any delays due to unforeseen circumstances will be communicated promptly to the Author.

## **CONFIDENTIALITY**

The Editor agrees to maintain strict confidentiality regarding the Author's work and will not disclose, share, or distribute any portion of the manuscript to third parties without the Author's written consent.

## **LIMITATION OF LIABILITY**

The Editor is not responsible for any legal, financial, or professional consequences resulting from the Author's use of the edited manuscript. The Editor makes no guarantees regarding publishing success or marketability.

## **TERMINATION**

Either party may terminate this Agreement in writing before editing work has begun. If termination occurs after work has commenced, the deposit will not be refunded, and the Editor will be compensated for work completed up to the termination date.

## **AI Content**

No generative AI will be used by the Editor in the editing process, the feedback process or any other part of the service provided.

The Editor chooses not to engage on a professional level with AI generated content and reserves the right to refuse service in cases of AI generation.

## **ENTIRE AGREEMENT**

This Agreement constitutes the entire understanding between the Parties and supersedes any prior agreements or understandings, whether written or verbal. Any modifications must be agreed to in writing by both Parties.

## **SIGNATURES**

### **Editor:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Author:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **ADDENDUM TO EDITORIAL SERVICES AGREEMENT PAYMENT PLAN TERMS**

This Addendum is entered into on the Effective Date of the Editorial Services Agreement between **Kirsty Edmondson** (the “Editor”) and **[Author’s Name]** (the “Author”) and forms part of the original Agreement.

### **PAYMENT STRUCTURE**

The Author may choose from the following payment options:

- **Per Chapter:** Payments will be made **per chapter** (price based on word count). Each chapter will be edited and delivered upon receipt of payment for that chapter.
- **Groups of Five Chapters:** Payments will be made **in groups of five chapters** (price based on total word count). Each group will be edited and delivered once payment for that group has been received.
- **Three-Part Payment Plan:** The total editing fee will be divided into **three equal instalments**. The first instalment is due before work begins, the second midway through the project, and the final instalment before the full manuscript is released.

### **DEPOSIT REQUIREMENT**

- A **non-refundable deposit of 25%** of the total editing fee is still required before work commences, regardless of the payment plan chosen.
- Editing will begin only after the deposit has been received.

### **DELIVERY TERMS**

- The **entire manuscript must be submitted** at the start of the project for continuity and consistency in editing.
- The Editor will **only release completed edits** in accordance with the agreed-upon payment plan.
- No part of the edited manuscript beyond the paid portion will be provided until payment for that section has been received.

### **NON-PAYMENT & TERMINATION**

- If the Author fails to make a scheduled payment, editing will be paused until payment is received.
- If payment is not made within fifteen (15) days of the due date, the Editor reserves the right to terminate the Agreement. The deposit and any payments made up to that point are non-refundable.

### **AGREEMENT TO TERMS**

By signing below, both Parties acknowledge and agree to the terms of this Addendum in addition to the original Editorial Services Agreement.

**Editor:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Author:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_