

Terms and conditions

Please read my terms and conditions carefully. Once you respond in agreement to begin work with me, you are explicitly agreeing to these terms and conditions.

Henceforth “We”, “Me” or “I” refers to Shubblie Publications/Services provided by Jasmine Aziz. “You” or “Client” refers to you.

Things to take note out from my side:

- I strive to complete any editing work by the mutually agreed upon deadline we set together. Life happens and there may be times that I won't be able to meet your deadline but know that I will let you know if there will be a delay as soon as possible. I strive to get the work done by the date we agree upon.
- You can expect a professional, courteous and honest response from me in all our dealings and I ask the same of you.
- I will edit according to standard US/American/Canadian English spelling. I am not a machine so there may be things I miss. The bulk of my service comes from suggestions on different approaches, editing sentence structure for optimal flow, and so on. We will discuss this in full when we agree to work together.
- You are the sole owner of your work. I bear no claim to it whatsoever including any and all suggestions I make to you for story enhancements or alternative directions for you to consider.
- I am not a lawyer (never played one on T.V. either) so if there are legality issues with your writing or copyright infringements I may not notice them though I will strive to point them out if I see things that may cause an issue and need further investigation on your part.

What I need from you:

- Please provide a deadline for your edits and anything special to take note of in the formatting - as in, intentionally long sentences, phrasing, special nuances that you want to be left alone and so on.
- Please submit your work to me by the deadline we agree upon so I can begin working on it as efficiently as possible.

Payment:

- Work cannot begin until half the agreed upon fee is provided. Full payment is required before I release the finished edits.

- The fee for editing your work is based upon the fees listed on my website. Any additional work will be assessed and agreed upon by both parties before we continue our work together.
- Quotes are valid for *one week* after they are provided to you by me.
- The price does not include tax at this time.
- If the number of words I edit differs from those stated in your quote, I will adjust my fee accordingly and let you know.

Once the edits are done...

- Once the edits are sent to you, take your time to absorb the notes, make your changes and think about any suggestions that I have made. If you wish to make some changes and resubmit your work for further edits, please contact me and we will negotiate a discounted rate for the second, third, however many edits to come.

Copyright and ownership of content is solely yours.

Confidentiality

Having worked in intimate business situations, you can be sure that any and all information provided to me will **remain confidential**. Our discussions about your work are for your benefit and are not going to be discussed with anyone else unless permission is explicitly provided by you (likely for promotional purposes).

Document and email retention

Documents you provide will be stored on a separate drive that is kept under lock and key. I do not save documents to the cloud but will email back copies to you for your storage once the work is complete. I will keep your file on hand for six months in case you require further work after which time the document will be deleted from my private drive.

Accuracy of client information

You are responsible for providing accurate personal information (name, address, phone number, email address), and payment details. Failure to provide accurate information could result in a refusal to provide service. You assume all responsibility for any problems, errors, and issues, as well as legal liability resulting from providing false information.

Disclaimers/Liability

Documents edited by me may include opinions or views that you choose to accept or refuse. That choice is yours and I bear no responsibility for all liability in connection with the use of said information. You accept all responsibility and liability with regard to any edits or suggested edits or derivations therein. I do not accept any liability whatsoever for any financial or other losses resulting from the use of my services.

I attempt to be as accurate as I can but I cannot guarantee that each piece of work will be completely error free. I will certainly do my very best for you!

You specifically acknowledge and agree that I am not liable for any damages or refunds of fees paid for services rendered. All invoices need to be paid in full.

Plagiarized material will not be accepted and should I discover that the material does not belong to you exclusively, all services will cease and no refunds will be made to you.

I reserve the exclusive right to refuse any and all work upon my own discretion.