XYZ Indexing Services

Address

City, State zip

Date

Name Title

Organization Address

City, State Zip

Dear \_\_\_\_\_,

Thank you for the opportunity to work with you. This letter will serve as formal confirmation of my agreement to provide indexing services to your organization.

**Scope of Work**

INDEXER NAME (Indexer) will produce a combined subject/name index for BOOK TITLE, a book of approximately \_\_\_\_\_ pages, adhering to the style guidelines provided by CLIENT NAME (Client).

**Deadlines and Time Required**

You will email me PDFs on DATE, or as soon as available. Files may be provided in several batches as they are ready for indexing. I will return the completed index to you no later than DATE. If the final batch of files are delivered to the indexer after DATE, the submission date of the index will be adjusted by the same number of days as the delay in file delivery.

**Cost and Payment Terms**

The cost of indexing services will be $\_\_\_\_\_\_ per indexable page to be paid within 30 days of invoice submission. This fee includes a review of the typeset indexes if requested.

**Relationship of Parties**

The relationship between Indexer and Client is that of an independent contractor and Indexer agrees that she shall not hold herself out as an agent of Client. Indexer will consider the indexes created under this agreement as a Work for Hire and assigns to Client all rights for original index works authored as a result of work performed under this agreement. The rights assigned shall include reproduction of the indexes in both paper and electronic media form.

**Changes and Corrections**

Minor changes and corrections to the index are within the scope of this agreement. Any substantial editing or re-working of the index or re-indexing of materials requiring more than 2 hours’ work will be performed and billed at the rate of $\_\_\_\_\_ per hour.

**Termination**

Should this project be terminated by Client after work has begun, a kill fee of $\_\_\_\_\_ shall be due to indexer within 10 days.

Sincerely,

INDEXER SIGNATURE

Please sign below to indicate your agreement with these terms and conditions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature Date