



Terms & Conditions

All work that I agree to do is subject to the following terms and conditions. I will assume that you have read and understood these once you confirm that you wish me to undertake your project at the quoted fee.

The Start of a Project

You will be held to these terms and conditions once I receive a written confirmation that you wish to commission me to complete your project based on my quoted fee.

The Quoted Fee

Fees will usually be quoted on a fixed cost basis. This cost will include an initial briefing meeting, a first draft, as well as two revisions of this draft. This fee does not include out-of-pocket travel expenses.

Any additional work on the project, resulting from a change in the agreed project brief, may incur an additional charge. This will be made on an hourly rate.

The Project Process

I will require a project brief from you in order to start the project. Depending on the type and complexity of the project I may also require a face-to-face meeting and additional telephonic consultations.

Once the brief has been agreed we will agree a delivery schedule. Once I deliver the first draft I will need to receive any requested revisions within 21 days. The same timescale applies for the second draft.

Delivery Deadlines

I will always do my best to deliver your writing project to the agreed deadline. However, should I be unable to do so due to reasons beyond my control, I shall not be liable for any loss or damage caused to yourself or a third-party client.

Meeting the deadlines also depends on the time it takes for you to provide feedback on the draft versions. I shall not be held liable for any delay that is a direct result of your ability to provide feedback in accordance with our agreed delivery schedule.

Payment Terms

All payments must be made within 15 days of invoicing. Unless otherwise agreed, invoices will be issued on your acceptance of the final draft of the project.

For larger projects a 50% deposit will be required and will be payable within 7 days of the date of the commencement of the project.

I reserve the right to charge interest on payments that are overdue by more than 5 days. Interest will be charged in line with the UK Government's [Better Payment Practice Code](#).

Cancellation

Should you choose to cancel the project after the start date, I reserve the right to charge you 50% of the agreed fee, or alternatively on a pro rata basis for the amount of work that has already been completed. Should you cancel the project after the delivery of the first draft you will be liable for the full fee.

Client Satisfaction

My aim is to supply you with writing that meets your deadlines and your project specifications. Should you feel, after having clearly communicated and collaborated on any revisions to the first draft, that I have not met these specifications, then the contract between us will be cancelled and no payment will be due.

I will retain the copyright to any material that has been produced, and admit no failure of inability to complete the contract on my part. You will undertake not to use any of the draft material that has been exchanged during the project.

Non-Disclosure & Client Confidentiality

I will not disclose any confidential client information and am happy to sign a non-disclosure agreement if necessary. I will also do my best to ensure that any information with which I am entrusted remains secure at all times. However, you agree to indemnify me against any potential damages incurred to yourself or a third-party client through the accidental loss of any such information.

Copyright

The copyright of any material that I have written will pass to you on receipt of the final payment in full. I reserve the right to use excerpts of the copy on my website and in my portfolio.

You confirm that you own the copyright for any draft or other written materials that you supply to me to incorporate within your project. Should there be a copyright dispute between you and a third party regarding any such material, I am indemnified against any claim that is made with regards to a breach of copyright.

Factual, spelling or grammatical errors

My aim is to supply you with a quality piece of writing that is free of any errors. However, the responsibility of the final proof-reading lies with yourself, and you agree to indemnify me against any loss or damage caused by inaccuracies that are published.