

Nancy Yeoman Proofreading

Terms and Conditions

These terms and conditions apply to any work done for you, the Client, by me, Nancy Yeoman Proofreading.

General

- I will provide the services I have agreed with the Client and confirmed in writing.
- I do not sub-contract work to third parties.
- I am self-employed, am responsible for my own income tax and National Insurance contributions, and am not VAT-registered.

The Project

Prior to the commencement of work, the Client and I will have agreed:

- The length of time to be spent on the project, as advised by me.
- An estimated fee for the project.
- The date by which the material to be proofread will be supplied to me by the Client.
- Any date by which the project must be completed by me. The completed work will be delivered by me on or before the agreed date.

Fees

- I require a booking fee of 50% of my total fee estimate from new clients. The booking fee is deductible from the final invoice.
- A total fee estimate is provided to the Client after the proofs have been evaluated by me. The total fee estimate is based on my hourly rate and my evaluation of the time to be spent on the project.
- I will supply the Client with a final invoice upon completion of the work. This may differ slightly from the estimated fee. If it becomes apparent at an early stage that significantly more work is required than had been anticipated at the briefing stage, the estimated fee may have to be re-negotiated. This will be agreed before the final invoice is raised.
- Payment will be made by the Client by bank transfer or PayPal, as agreed.
- Payment should be received within a specified time, agreed in advance, from submission of the invoice or within 30 days, as set out in the Late Payment of Commercial Debts (Interest) Act 1998 – Amended and Supplemented in 2002.

Copyright

- All content delivered to me by the Client for proofreading is owned by the Client.
- Any content created by me as part of the project will become the copyright of the Client once the final invoice has been paid.

Confidentiality

- The nature and content of the work will be kept confidential and not made known to anyone other than the Client and its contractors without prior written permission.
- Under the terms of the Data Protection Act 1998, the Client and I may keep on file such information (e.g. contact details) as is necessary. Either may view the other's records to ensure that they are relevant, correct and up to date.

Legal Jurisdiction

This agreement is subject to the laws of England and Wales, and both the Client and I agree to submit to the jurisdiction of the English and Welsh courts.