

## My Terms and Conditions

1. These terms & conditions apply to any work done for the client by PBB-Proofreading.
2. No client is under any obligation to offer me work, but equally I am not under any obligation to accept work offered by any client.
3. I will provide the service(s) as mutually agreed, and confirmed in writing by the client.
4. I confirm that I am self-employed, and therefore responsible for my own income tax and National Insurance contributions, but am not registered for VAT.
5. When I am required to attend the client's or another premises as part of an item of agreed work, the time spent and agreed reasonable expenses incurred to be reimbursed by the client.
6. The client will reimburse me for agreed reasonable expenses over and those normally incurred in carrying out an item of agreed work.
7. The client will pay me a fee as agreed (per hour/per printed page/per word count or a flat fee for the job).
8. The completed work will be delivered on or before the date agreed, after which an invoice for the agreed fee will be generated.
9. If, it becomes clear either at the start or part way through an assignment that the work load is significantly more than originally thought, I may elect to renegotiate the fee and/or the deadline.
10. Any additional tasks requested by the client, after starting an agree item of work may result in a renegotiation of the fee and/or the deadline.
11. For larger and therefore longer projects milestone invoices and payments may be agreed upon.
12. Any content created by me as part of the copy-editing/proofreading process will become the copyright of the client, unless otherwise agreed.
13. The nature and content of the work will be kept confidential and not made known to anyone other than the client without prior written permission.
14. No work will be subcontracted out to third parties.
15. If my work is unsatisfactory, it will be rectified in my own time and at my expense.
16. Unless agreed otherwise at the outset, payment to be made within 30 days of receipt of my invoice. I am a signatory to the 'Pay On Time' code of practice: <http://payontime.co.uk>
17. Under the terms of the Data Protection Act 1998, the client and I may keep on record such information (e.g. contact details) as deemed necessary.
18. Either the client or I has the right to terminate a contract for services if there is a serious breach of its terms.
19. I may use the client's name in my promotional material.
20. This agreement is subject to the laws of England and Wales, and both I and client agree to submit to the jurisdiction of the English and Welsh courts.

*Signed on behalf of PBB-Proofreading:*

*Signed* \_\_\_\_\_

*Name* \_\_\_\_\_

*Date* \_\_\_\_\_

*Signed on behalf of Client:*

*Signed* \_\_\_\_\_

*Name* \_\_\_\_\_

*Position* \_\_\_\_\_

*Date* \_\_\_\_\_

