

### Terms and Conditions

1. These terms & conditions apply to any work done for the Client by Warren Proofreading.
2. The Client is under no obligation to offer Warren Proofreading work; neither is Warren Proofreading under any obligation to accept work offered by the Client.
3. Warren Proofreading will provide service(s) as mutually agreed, confirmed in writing by the Client (this includes by email).
4. The work will be carried out unsupervised at such times and places as determined by Warren Proofreading, using their own equipment.
5. Warren Proofreading confirms that she is self-employed, is responsible for her own income tax and National Insurance contributions, and for paying VAT (where applicable) and will not claim benefits granted to the Client's employees.
6. Warren Proofreading may, at their own discretion, agree to attend the Client's or other premises for necessary meetings. The time spent, and agreed reasonable expenses incurred, to be reimbursed by the Client.
7. The Client will reimburse Warren Proofreading for agreed reasonable expenses over and above usual expenses incurred in the process of editorial work.
8. The Client will pay Warren Proofreading a fee per hour OR per printed page OR per thousand words OR an agreed flat fee for the job. Warren Proofreading is not VAT registered.
9. The completed work will be delivered on or before the date agreed, for the agreed fee, which will be based on the description of the work required and the brief, both supplied by the Client.
10. If, however, on receipt of the item to be worked on or at an early stage, it becomes apparent that significantly more work is required than had been anticipated in the preliminary discussion/brief, Warren Proofreading may renegotiate the fee and/or the deadline.
11. Similarly, if, during the term of Warren Proofreading's work, additional tasks are requested by the Client, Warren Proofreading may renegotiate the fee and/or the deadline.
12. If the project is lengthy, Warren Proofreading may invoice periodically for completed stages.
13. Any content created by Warren Proofreading as part of the proofreading project management process will become the copyright of the Client unless otherwise agreed.
14. 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.
15. Warren Proofreading will not subcontract any work without the agreement of the Client.
16. If Warren Proofreading's work is mutually agreed to be unsatisfactory, Warren Proofreading will rectify it in her/his own time and at her/his own expense.
17. Unless agreed otherwise at the outset, payment will be made within 30 days of receipt of Warren Proofreading's invoice, according to the Late Payment of Commercial Debts (Interest) Act 1998 (amended 2002 and 2013).
18. Under the terms of the Data Protection Act 1998, the Client and Warren Proofreading may keep on record 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.
19. Either the Client or Warren Proofreading has the right to terminate a contract for services if there is a serious breach of its terms.
20. If Warren Proofreading has made a substantial contribution to the copy—editing/proofreading/project management of the work, she/he will be entitled to receive one free copy of the work.
21. Warren Proofreading may use the Client's name in her/his promotional material by agreement with the Client.
22. This agreement is subject to the laws of England and Wales, and both Freelance and Client agree to submit to the jurisdiction of the English and Welsh courts.

### Quality assurance

23. Warren Proofreading will use its best endeavours to make work as accurate as possible, however, no editorial professional can guarantee 100% accuracy. Please refer to the SfEP Code of practice for Standards in Proofreading. <https://www.sfep.org.uk/standards/standards-in-proofreading/#text-perfect>