

Edwards Editing Services Contract

Client Name:	Mailing Address:	Project Title:	Project Format: <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Hard Copy	Date of Contract:
Phone Number:	Email:			Project Due Date:
Services to be Performed: <input type="checkbox"/> Grammar Editing <input type="checkbox"/> Format Editing <input type="checkbox"/> ESL Editing	Grammar and ESL Editing: Due in... <input type="checkbox"/> \$25/hr. <input type="checkbox"/> \$30/hr. <input type="checkbox"/> \$35/hr. <input type="checkbox"/> \$40/hr. (pricing determined by submission relative to due date)	Format Editing: <input type="checkbox"/> \$2.50/pg. <input type="checkbox"/> \$2.75/pg. <input type="checkbox"/> \$3.00/pg. <input type="checkbox"/> \$3.25/pg. (pricing determined by project's number of pages)	Fixed Down Payment to Be Sent With Contract: \$50.00 for contracts over 10 pages	Payment Method: <input type="checkbox"/> Personal Check <input type="checkbox"/> Cashiers Check <input type="checkbox"/> Money Order <input type="checkbox"/> Other
Institution/Business:				
Purpose of Project:				
Other Comments:				
<p>By signing this contract, I, _____, acknowledge that this contract is legally binding according to the conditions addressed in this contract. I affirm that the project described is my own, written creation and will be subject to grammatical, developmental and substantial change according to the discernment of Edwards Editing Services upon submission to Edwards Editing Services. I understand that I will not be required to accept all changes applied to my project, but I will be required to pay the Edwards Editing for services rendered. Because of the fluidity of the English language and formatting, I understand that Edwards Editing Services will not be liable for the success of my project. They will do their best to guide me through the writing process by giving suggestions and commenting on the development of my idea, but they will not rewrite my work. I understand that my editors will help guide me through the writing process, but they will not do the project for me. Edwards Editing Services is not responsible for the outcome of my project. Therefore, they will help to correct my grammar and formatting, but ultimately, I am responsible for the finished project. I must review my work before it is turned in to ensure its correctness.</p> <p>I understand that Edwards Editing Services will conduct their service to the best of their ability and that my project might have to have further editing upon submission of my work to the prescribed institution relative to the subjective nature of the English language and the nature of the proposed project. I understand that payment is discerned by the timeliness of the submission of the project in reference to its due date. I understand that the contract and down payment postal date will determine the hourly rate by which Edwards Editing will be compensated. Should I decide to terminate this contract before the project is completed, I understand that I am responsible for the payment of the services rendered by Edwards Editing Services up to the time of termination. This payment includes my \$50.00 down payment, which will be given as compensation to the editor. I understand that a credible, trustworthy, and educated editor will edit my project. I understand that if I send my project via email, my valid email address given in this contract is able to accept and receive the project upon its completion. I am aware that I must provide correct and proper contact information so that the editor might contact me with questions and the payment invoice upon completion of my project. I understand that I must take care to contact Edwards Editing and am responsible for receipt of communication by checking my messages and emails in a timely manner. Avoidance of communication could result in a setback of the editing services. I take full responsibility for unexpected delays whether it is via postal service, email, or another avenue. I understand that my payment, as directed on the invoice upon completion of my project, is due within two weeks of completion of editing services unless otherwise negotiated with Edwards Editing Services. I understand the terms as stated in this contract and willingly give my permission to Edwards Editing Services to perform the functions stated in this contract.</p>				
Client Signature _____		Date _____		
I agree to above contract and will respect and serve the client to the best of my ability with the guidelines that this contract applies to my diligent work.				
Editor's Signature _____		Date _____		
For Office Use Only:				
Actual Number of Hours Spent on Project: _____		Total Owed by Client: _____		
Receipt of Contract/Down Payment: _____		Project Completed/Sent to Author: _____		
Full Payment Due Date: _____		Receipt of Full Payment: _____		
Editor Due Date: _____		Completion: _____		

If you accept the terms of this contract, please send:

1. Signed and Dated Contract
2. \$50.00 Down Payment
(for projects over 10 pages)

To: Jenae Edwards
Edwards Editing Services
313 Woodridge Drive
Tuscaloosa, AL 35406