Warren Proofreading Terms and Conditions for Editing Services 2026

General Terms and Conditions

1. These terms and conditions apply to any work done for the Client by Warren Proofreading (the trading name for Jennifer Warren) or any subcontractors which have been appointed by Warren Proofreading with the Client's consent.
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. All editing work is done in Microsoft Word using Track Changes.
4. The work will be carried out unsupervised at such times and places as determined by Warren Proofreading, using their own equipment.
5. 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.
6. Warren Proofreading will not subcontract any work without the agreement of the Client.
7. If Warren Proofreading's work is **mutually agreed** to be unsatisfactory, Warren Proofreading will rectify it in their own time and at their own expense.
8. The information that the Client and Warren Proofreading may keep on record is covered by the terms of the General Data Protection Regulation. No more such information will be held than is necessary at any time to comply with those terms and with any compliance statement or privacy policy published by the Client and/or Warren Proofreading. Please see the Privacy Policy on Warren Proofreading's website.
9. If Warren Proofreading has made a substantial contribution to the copyediting, proofreading or project management of the work, she will be entitled to receive one free copy of the work.
10. Warren Proofreading may use the Client's name in its promotional material by agreement with the Client.
11. There is no requirement for the Client to mention Warren Proofreading/Jenny Warren in the published work's acknowledgements section, or in promotional activity, or on social media or online. However, the Client agrees that Warren Proofreading will have the opportunity to review any such mention prior to publication, or to decline to be mentioned.
12. Warren Proofreading is not responsible for delays caused by force majeure (e.g. internet outages, emergencies and pandemics).

Services

13. Warren Proofreading will provide the following services as mutually agreed in this contract and any other services agreed in writing by the Client and Warren Proofreading (this includes by email).
14. Warren Proofreading will provide two rounds of copyediting/line editing.
    a. Editing round one will include:
        i. checking for spelling, punctuation and grammatical errors
        ii. making changes for flow, tone and intended readership
        iii. applying the Client's preferred style
        iv. ensuring consistency in e.g. spellings, capital letters, date format, numbers, units
        v. checking for continuity in character names, descriptions and relationships and querying timeline issues
        vi. querying potential inaccuracies and anachronisms
        vii. preparing a brief report and style sheet for the Client.

b. Editing round two will include:
    i. Reviewing any changes made by the Client to the edited manuscript to ensure no spelling, punctuation or grammatical errors have been introduced.

Fees

15. The Client will pay Warren Proofreading the agreed fee based on the word count of the manuscript when it is submitted for round one of editing.
16. The fee includes round one and round two of editing, and the editing report and style sheet.
17. Warren Proofreading/Jennifer Warren 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.
18. Warren Proofreading may, at its own discretion, agree to attend the Client's or other premises for necessary meetings. The time spent and agreed reasonable expenses incurred are to be reimbursed by the Client.
19. The Client will reimburse Warren Proofreading for agreed reasonable expenses over and above usual expenses incurred in the process of editorial work.
20. Warren Proofreading is not VAT registered.
21. 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 or supplied by Warren Proofreading and agreed in writing by the Client (this includes email).
22. 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 or decline to work on the project.
23. Similarly, if, during the term of Warren Proofreading's work, additional tasks are requested by the Client, or significant additional material has been added by the Client, Warren Proofreading may renegotiate the fee and/or the deadline or refuse further work on the project.
24. Warren Proofreading will invoice the Client 50% of the agreed fee on submission of the manuscript. The balance of the fee will be invoiced at the completion of the editing process.
25. Warren Proofreading will not start work until the 50% deposit has been received in their bank account.
26. Unless agreed otherwise, the first payment will be made within 5 days of receipt and the second payment 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).

Copyright and Confidentiality

27. Copyright: Following payment of Warren Proofreading's final invoice, any content created by Warren Proofreading as part of the proofreading/editing process will become the copyright of the Client unless otherwise agreed.
28. Warren Proofreading is not responsible for checking work for plagiarism or AI-generated content. The Client retains complete responsibility for ensuring that their output/writing does not contain plagiarised material or AI-generated content.
29. Warren Proofreading does not work with AI-generated manuscripts.
30. Warren Proofreading is not responsible for detailed fact-checking. However, Warren Proofreading will raise questions of any factual inaccuracy noticed regarding names, dates, events, people, places and references to visual elements and refer these to the Client.

31. Warren Proofreading is not responsible for identifying or requesting permission for the use of copyrighted material such as images, music lyrics, poetry, fiction or non-fiction writing. The Client retains full responsibility for obtaining such necessary permissions.
32. In this respect, the Client agrees to hold Warren Proofreading harmless from and against all claims, liabilities and expenses arising out of any potential or actual copyright or trademark misappropriation or infringement claimed against them, and the Client bears ultimate responsibility for matters relating to libel, obscenity, blasphemy or incitement to racial hatred. (CIEP Professional Practice Code 4.2.6)

Cancellation

33. Either the Client or Warren Proofreading has the right to terminate a contract for services if there is a serious breach of its terms.
34. The Client is free to cancel a service for any reason by providing Warren Proofreading with written notice (including email); Warren Proofreading must acknowledge this cancellation in writing (including email) for this to be valid.
    a. Cancellation during the project: If the Client cancels the work during the editing project, Warren Proofreading reserves the right to invoice for up to 100% of the agreed fee (less the 50% upfront fee already paid).
    b. Cancellation prior to project commencement: If the Client wishes to cancel with less than 10 working days' notice, Warren Proofreading reserves the right to invoice for 10% of the agreed fee. If the Client cancels with more than 10 days' notice, no charges will apply.
35. Warren Proofreading may cancel a service at any time for any reason by providing written notice (including email) to the Client. In the unlikely event that Warren Proofreading cancels a service, Warren Proofreading will provide a prorated refund of any overages of fees paid (including the upfront fee). Any editing work completed to that point will be provided to the Client.
36. If the Client suffers extraordinary or difficult circumstances that cause cancellation or delay (e.g. family crisis, illness, bereavement), the Client will contact Warren Proofreading to discuss the terms of the cancellation policy. Warren Proofreading aims to be fair and helpful at all times.
37. If Warren Proofreading suffers extraordinary or difficult circumstances that cause cancellation (e.g. family crisis, illness, bereavement), Warren Proofreading or its agents will contact the Client in writing at the earliest opportunity and do their best to renegotiate the time frame of the project or find an alternative supplier of editing services.

Quality assurance

38. Despite the best efforts of all parties, the finished work may contain a small number of residual errors. Perfection is never promised and rarely achieved. Warren Proofreading will use its best endeavours to make the work as accurate as possible; however, no editorial professional can guarantee 100% accuracy. Please refer to the CIEP Professional Practice Code for standards in editing. https://www.ciep.uk/about-the-ciep/membership-codes.html
39. The Client is ultimately responsible for checking and approving the final work once returned by Warren Proofreading. Following a copyedit, a professional proofread is advised.
40. Warren Proofreading will operate at the highest professional standards commensurate with the training, skills and experience of the editor, as outlined on the website and in correspondence with the Client. There will be no expectation that editing services provided by Warren Proofreading can produce a 'bestseller' or any guaranteed financial success for the Client.

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

