

## Warren Proofreading 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. 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 or supplied by Warren Proofreading and agreed in writing by the Client (this includes email).
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 or decline to work on the project.
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 or refuse further work on the project.
12. If the project is lengthy, Warren Proofreading may invoice periodically for completed stages.
13. **Copyright:**
  - a. All content delivered to Warren Proofreading by the Client for the proofreading/editing project is owned by the Client.
  - b. Warren Proofreading is not responsible for checking work for plagiarism. The Client retains complete responsibility for ensuring that their output / writing does not contain plagiarised material.
  - c. 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.
  - d. 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.

## Warren Proofreading

- e. 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.
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 their own time and at their 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. 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.
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 copyediting, proofreading or project management of the work, she 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. The Client may not acknowledge Warren Proofreading / Jennifer Warren in any published material or promotional activity or on social media or online except with the express permission of Warren Proofreading.

## Quality assurance

23. 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 work as accurate as possible, however, no editorial professional can guarantee 100% accuracy. Please refer to the CIEP Code of practice for Standards in Proofreading. <https://www.ciep.uk/standards/code-of-practice/> ("An experienced professional proofreader, reading a copy-edited typescript, should be able to spot and deal appropriately with at least 80% of all errors but at least 90% of typos – other things being equal.")
24. The Client is ultimately responsible for checking and approving the final work once returned by Warren Proofreading.
25. 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.
26. **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.**