

EDITING CONTRACT

Final cost of a project is based upon number of pages, deadline, turn-around time, and complexity. Please contact me directly for a quote. My rates are competitive and my work is guaranteed.

A \$200 deposit is required before start of work; less for brief papers. (APPLIES TO FINAL BALANCE.)

RUSH FEES

Apply when a paper must be edited in fewer than 10 business days or result in a double booking of the same slot. Applies mostly to papers over 75 pages long. **\$100-\$300**

MISCELLANEOUS PROVISIONS

- Sending excessive revisions once work has begun may result in added charges.
- Client changes to a deadline will result in a rush fee if the change conflicts with a previously established job or comes after I have turned down work in order to preserve the client's slot.
- Tables and figures will be edited for formatting accuracy only. Data are assumed to be "good."
- Formatting alone is available and DOES NOT include line editing (i.e., typos, grammar).
- Minimum 72 hours to work on a project is required. Exceptions can be made with a possible rush fee.
- Final payment (cash, personal check, or PAYPAL) is due upon completion of the job before a final copy will be released. *Please make all noncash payments payable to Linda Weller.*
- Client is responsible for providing editor with any special formatting requests before work is completed.
- Regardless of the project, a minimum of \$50 will be charged.
- CLIENT IS RESPONSIBLE FOR CONDUCTING A FINAL REVIEW BEFORE BINDING. If client chooses to skip this step, he will be responsible for any missed errors.

No work will begin (and no commitment promised) until a secured deposit and signed contract are received. By signing below you agree to all provisions of this contract.

Date paper submitted: _____ Time: 9:00a.m. Requested deadline: _____ Time: 5:00p.m.
Once a deadline has been established, a rush fee may apply if it is changed by more than 2 days in either direction.

Client signature

Client name (printed)

Client address (street, city, zip code)

Client contact number

Linda Weller, Owner Date

LINDA M. WELLER

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