

Pegasus Proofreading Terms & Conditions

These Terms & Conditions are pursuant to the named project completed by D.E. Kendall on behalf of (henceforth referred to as 'the Client').

- **75% of costs are to be paid before project begins, this is non-refundable.** The remaining 25% is to be paid once project is completed.
- Any legal ramifications relating to any and all content proofread on behalf of the Client will remain the sole responsibility of the Client.
- These Terms & Conditions are in relation to one named project. Should the Client wish to commence further projects at the same time, subject to D.E. Kendall's schedule, individual Terms & Conditions and Proofreading Agreement will need to be signed by both parties for each project.
- The Client retains their right to cancel their project at any time, though *must* be aware D.E. Kendall will charge for time spent working on projects not already paid for in advance, at a rate of £25.40 per hour.
- D.E. Kendall reserves the right to cancel a project at any time due to unforeseen circumstances. Refunds *may* be issued for incomplete projects. However, these will be reviewed on a case-by-case basis, which *may* result in charges for time spent on a project, irrespective of its completion.
- D.E. Kendall *will not* work on *any* project she deems unethical.
- Client is entitled to regular updates on their proofreading project, within reason (D.E. Kendall must be given 2 working days to respond).
- Should the Client be dissatisfied with a project upon completion, advance payments *will not* be refunded – though the Client does not have to pay any outstanding costs relating to that project. However, if the project has not been paid for, the Client shall not publish content proofread by D.E. Kendall. If content the Client informed they were dissatisfied with is published at any time, the Client must pay D.E. Kendall within 7 days of its discovery.
- If unforeseen circumstances arise preventing the Client and D.E. Kendall continuing with any project, upon written agreement, D.E. Kendall will suspend her proofreading services until such time as the Client is ready to continue working with her, provided all costs for completed projects have been paid. Proofreading services will re-commence at D.E. Kendall's

Terms & Conditions for working with D.E. Kendall of Pegasus Proofreading, Subject to Change

discretion, dependent on her workload. This contract remains active in such situations, unless termination of contract is expressed in writing.

- The Client is advised to sign the Proofreading Agreement applicable to this project.
- This contract remains active until the named project is complete. The Client is to give D.E. Kendall 28 days' notice in writing prior to termination of this contract whilst it is active.
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- Any special requirements to be noted in the space below:

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By signing this document, you fully understand and agree to comply with the Terms & Conditions herein.

Title of Project:

(Subject to change at any time throughout the process.)

Agreed Total Cost of Project:

(To be paid in full by xx/xx/xx - upon completion of project.)

Agreed Non-Refundable Deposit:

(To be paid in full prior to commencement of project.)

Date:

Printed Name:

Signed, Client:

Printed Name:

Signed, D.E. Kendall: