

TERMS & CONDITIONS

- 1 These terms & conditions apply to any work done for the Client by Lorenzo Proof.
- 2 The Client is under no obligation to offer Lorenzo Proof work; neither is Lorenzo Proof under any obligation to accept work offered by the Client.
- 3 Lorenzo Proof will provide service(s) as mutually agreed, confirmed in writing by the Client.
- 4 The work will be carried out unsupervised at such times and places as determined by Lorenzo Proof, using their own equipment.
- 5 Lorenzo Proof confirms that she/he is self-employed, is responsible for their 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 Lorenzo Proof agrees 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 Lorenzo Proof for agreed reasonable expenses over and above usual expenses incurred in the process of editorial work.
- 8 The Client will pay Lorenzo Proof a fee per hour *OR* per printed page *OR* per word *OR* an agreed flat fee for the job, plus VAT where applicable.
- 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.
- 10 If, however, upon 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, Lorenzo Proof may renegotiate the fee and/or the deadline.
- 11 Similarly, if, during the term of Lorenzo Proof's work, additional tasks are requested by the Client, Lorenzo Proof may renegotiate the fee and/or the deadline.
- 12 If the project is lengthy, Lorenzo Proof may invoice periodically for completed stages.
- 13 Any content created by Lorenzo Proof as part of the proofreading 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 Lorenzo Proof guarantees that any work that they subcontract on behalf of the Client will be completed to the same standard, schedule and budget and with the same conditions of confidentiality.
- 16 If Lorenzo Proof's work is unsatisfactory, Lorenzo Proof will rectify it in their own time and at their own expense. However, Lorenzo Proof provides no guarantee that the Client's work will be error free and the Client accepts that it has the ultimate responsibility and liability for any loss, damages or costs arising from errors in completed work.
- 17 Unless agreed otherwise at the outset, payment will be made within 30 days of receipt of Lorenzo Proof's invoice, according to the Late Payment of Commercial Debts (Interest) Act 1998.

- 18** Under the terms of the Data Protection Act 1998, the Client and Lorenzo Proof may keep on record such information (eg contact details) as is necessary. Either may view the other's records to ensure that they are relevant, correct and up to date.
- 19** Either the Client or Lorenzo Proof has the right to terminate a contract for services if there is a serious breach of its terms.
- 20** If Lorenzo Proof has made a substantial contribution to the proofreading of the work, they will be entitled to receive one free copy of the work.
- 21** Lorenzo Proof may use the Client's name in their promotional material.
- 22** This agreement is subject to the laws of England and Wales, and both Lorenzo Proof and the Client agree to submit to the jurisdiction of the English and Welsh courts.

Signed by Lorenzo Proof: _____

Name: _____

Date: _____

Signed on behalf of the Client: _____

Name: _____

Position: _____

Date: _____