

Contract

LWP

LOUISE WILKINSON PROOFREADING

3 Chestnut Place Watlington OX49 5RJ Tel 01491 613873 Email lwds@btopenworld.com www.lwds.co.uk

Client's company name _____

Client's name _____

Title _____

Address _____

Tel _____

Mobile _____

Email _____

LIABILITY

Every effort is taken to ensure that errors do not occur at the proofreading stage, however the responsibility for checking final artwork before going to print or uploading to the web lies with the Client.

Client's signature _____

Client's name _____

Title _____

TERMS AND CONDITIONS

In signing this Contract, the Client agrees to honour these terms and conditions, including an input required from the Client in the schedule to allow work to be delivered in accordance with the brief and on time.

Professional roles

Where this Contract states '*Supplier*' or '*LWP*' the term defines the editor or proofreader, who is contracted as a supplier of editorial services.

Where this Contract states '*Client*' the term defines the organisation who commissions editorial services and who is responsible for the published product.

If either party chooses to cancel the project

A minimum of two working days' notice are required for the Client to cancel a scheduled project before it is handed over to the Supplier. If the Client fails to honour the notice period a 'late cancellation fee' of two days' costs is payable to compensate for income lost. If the Client cancels mid-project the Client will be

billed for the time and effort expended and expenses incurred up to that point.

Should the terms change such that the Supplier is unable to fulfil the contract (for example, the work is extended such that it would compromise another scheduled project) the Supplier reserves the right to cancel the project.

Variation of fees

LWP reserves the right to vary the fee to allow for work of greater scope or duration should the requirement change mid-project.

Terms

LWP requires payment within 30 days from the date of invoice. 10% interest of any outstanding payment will be charged per annum on any overdue invoice (at the discretion of LWP).

Where payment exceeds the statutory 90 days LWP will seek legal advice to recover its costs and interest on the outstanding amounts.