

Terms and Conditions

General

1. These terms and conditions apply to any work done by me (Heather Belleguelle) for you (the Client).
2. I will provide the editorial services agreed upon by myself and you.
3. I confirm that I am self-employed and am responsible for my own tax and National Insurance contributions.
4. I am not VAT-registered.

Project Terms

5. Before the project commences, I will provide a quote with a rate per 1,000 words for copyediting or proofreading based on a sample edit/proofread of 1,000 words.
6. You will send the manuscript to me as a Word document. I will edit it using Track Changes and Comments.
7. Before we start work, you and I will agree: the details of what I am to do, the cost to yourself, the date by which the work will be completed.
8. If you are unable to deliver the manuscript to me in time for me to complete the work by the agreed-upon date, I will do my best to accommodate you. However, if I am unable to do so, I reserve the right to cancel the work.
9. If for any reason I am unable to carry out the work at the time agreed upon, I will inform you as soon as possible.
10. If it becomes clear once I start the project that substantially more work is needed than initially anticipated, I reserve the right to renegotiate the fee and/or the deadline or to decline the work and/or recommend that the manuscript is sent for an earlier stage of editing.
11. If you decide to extend the scope of the work, I will provide you with a revised quote if I choose to accept the additional work.
12. I will supply you with an invoice once the project has been completed.



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13. Payment should be received via Paypal or bank transfer within 14 days of the invoice date.
14. Payment is to be made in pounds sterling or US or Canadian dollars.

Content and Confidentiality

15. The content of the manuscript will be kept confidential, and I will not share it with anyone other than you.
16. I will not upload your files to any external websites. However, I do use MS OneDrive as cloud storage.
17. All content delivered to me for editing/proofreading is owned by you.
18. Likewise, once my invoice has been paid, you will have the copyright of any content I create for you during the editing process, such as a style sheet.
19. I will collect and retain your name and email address. Unless you ask me otherwise, I will share that information with one trusted third party. This is so that if anything untoward should happen to me and I am not in a position to contact you myself, my trusted third party will do so.

Legal

20. This agreement is subject to the laws of England and Wales, and both you and I agree to submit to the jurisdiction of the English and Welsh courts.

My Terms

21. Should you choose to include me in the acknowledgements section of the book (and there is no requirement to do so), you agree that I will have the opportunity to review what is written prior to publication or to decline to be mentioned if I choose.
22. I will not work on any manuscript that has been created completely or in part using generative AI. (This doesn't include using non-generative editorial tools such as those built into MS Word.)



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23. I will not work on any manuscripts that contain excessive or graphic violence, excessive or graphic sex, or excessive foul or offensive language.
24. I reserve the right to decline to work on any manuscript due to subject matter or content.
25. I will, of course, do my best to ensure that the work I do gives you an error-free manuscript. However, you accept that no matter how skilled an editor is, it is not possible to guarantee that no errors will slip through the net. This is particularly the case with copyediting, where there is not necessarily right or wrong but differing opinions.
26. Once I return it to you, you will confirm the receipt of the work promptly. You are required to confirm within 7 days of receipt that you are satisfied with the work. If I do not hear from you within that timeframe, I will assume that you are satisfied.
27. I may use your name in my promotional materials such as website and social media.

