

Terms & conditions

Client: Name

Freelance: Stephanie Gardham (www.environmentaleditor.com)

1. Service

- 1.1. These terms & conditions apply to work carried out for the Client by Stephanie Gardham (the Freelance) from DD/MM/YYYY onwards.
- 1.2. The Client is under no obligation to offer Stephanie Gardham work; neither is Stephanie Gardham under any obligation to accept work offered by the client.
- 1.3. Stephanie Gardham will provide editorial service(s) as mutually agreed, confirmed in writing by the Client.
- 1.4. The completed work will be delivered to the Client on or before the date agreed (the Deadline).
- 1.5. Stephanie Gardham will not subcontract any work provided by the Client.
- 1.6. If the client is a student at an academic institution, it is the Client's responsibility to check if the academic institution allows the Client to use the services that Stephanie Gardham provides.
- 1.7. The work will be carried out unsupervised at such times and places as determined by Stephanie Gardham, using her own equipment.
- 1.8. If the Client delivers work for Stephanie Gardham to complete after a pre-agreed start time, Stephanie Gardham reserves the right to change the Deadline, or choose not to proceed with the work.
- 1.9. Stephanie Gardham agrees to attend the Client's or other premises for necessary meetings, as agreed, in Sussex, Surrey and London; the time spent and agreed reasonable expenses will be reimbursed by the Client.
- 1.10. Stephanie Gardham will complete the work to the best of her ability. There is no guarantee that the edited text will be completely free of errors.
- 1.11. It is the Client's responsibility to check all the changes/suggestions made by Stephanie Gardham and to ensure that the Client's intended meaning throughout the text has not been affected.
- 1.12. Stephanie Gardham does not provide any guarantee that the edited text will be accepted for publication (if applicable) or achieve a particular mark (if submitted as evidence for a degree at an academic institution).

- 1.13. If Stephanie Gardham's work is unsatisfactory, she will rectify it in her own time and at her own expense.
- 1.14. Any content created by Stephanie Gardham as part of the copy editing process will become the copyright of the Client, unless otherwise agreed.
- 1.15. If Stephanie Gardham is unable to provide the Services by the agreed Deadline due to illness or injury, she will notify the Client as soon as reasonably practicable.

2. Freelance status

- 1.1. Stephanie Gardham confirms that she is self-employed, and is responsible for her own income tax and National Insurance contributions in the United Kingdom.
- 1.2. Stephanie Gardham does not charge VAT and does not have a VAT registration number.

3. Fees

- 1.1. The work will be completed for the agreed fee, which will be based on the description of work required and the brief, both supplied by the Client (*generally, the level of service requested*).
- 1.2. If, during the term of Stephanie Gardham's work, the Client requests additional tasks to those stated in the level of service quoted for, Stephanie Gardham may renegotiate the fee and/or the deadline.
- 1.3. If, during the term of Stephanie Gardham's work, it becomes apparent that significantly more work is required to complete the Service requested by the Client, Stephanie Gardham may renegotiate the fee and/or the Deadline, or choose not to proceed with the work.
- 1.4. The Client will pay Stephanie Gardham the amount quoted for the service engaged (VAT not applicable).
- 1.5. The Client will reimburse Stephanie Gardham for agreed reasonable expenses over and above usual expenses incurred in the process of editorial work.
- 1.6. If Stephanie Gardham has blocked out time in order to work for the Client and the Client cancels or postpones the work within 48 hours of the original start time, Stephanie Gardham reserves the right to charge a cancellation fee. This will constitute 50% of the original fee.
- 1.7. If the project is lengthy, Stephanie Gardham may invoice periodically for completed stages, agreed in advance with the Client.

- 1.8. Payment will be made into Stephanie Gardham's UK bank account within 30 days of receipt of the invoice. Any incidental costs, including bank transfer charges, are to be paid by the Client.
- 1.9. Stephanie Gardham reserves the right to charge interest on overdue accounts in accordance with the terms set out in the Late Payment of Commercial Debts (Interest) Act 1998 as amended and supplemented by the Late Payment of Commercial Debts Regulations 2002.

4. Confidential information/data protection

- 1.1. The nature and content of the work will be kept confidential and will not be made known to anyone other than the Client without prior written permission.
- 1.2. Stephanie Gardham will keep files on her system for a maximum period of seven years. If the Client wishes the files to be deleted from all systems at an earlier date, they need to notify Stephanie Gardham.
- 1.3. Stephanie Gardham will not pass work or Client details on to third parties.
- 1.4. Under the terms of the Data Protection Act 1998, the Client and the Freelance may keep on record such information (e.g., contact details) as is necessary. Either may view the other's records to ensure that they are relevant, correct and up to date.
- 1.5. Stephanie Gardham may use the Client's name and affiliation in her promotional material.

5. Termination of contract

- 1.1. Either the Client or Stephanie Gardham has the right to terminate the contract for services if there is a serious breach of its terms.

6. Jurisdiction

- 1.1. This agreement is subject to the laws of England and Wales and both Stephanie Gardham and the Client agree to submit to the jurisdiction of the English and Welsh courts.