



Enclosed is a work-for-hire Proposal

submitted by

**Terry Stafford**

to provide developmental editing  
services for

**Author Name**

and the work entitled

**Book Title**

*When completed and signed, this proposal becomes a binding agreement between the editor and the author and can only be modified with a written addendum hereto*

# OUR AGREEMENT

This Agreement ("Agreement") is made and entered into on this **date**, between **Terry Stafford**, an independent contractor, hereafter referred to as "Editor," and the author, **Author Name**, hereafter referred to as "Client," for the editing of the manuscript titled **Book Title** (approximately **nnn words**) by The Editor for The Client.

In consideration of the covenants and conditions set forth herein, The Editor and The Client agree as follows:

1. **SERVICES.** For payment as specified below, Editor agrees to provide the following tasks for Client: SELECT below

- Copy Editing: Correcting errors (*spelling, grammar, punctuation, and consistency mistakes*) - \$.045/word **[this project=\$nn]**
- Proofreading: Final post-edit read through just before going to print (*preferably when interior layout is complete*) - \$0.025/word **[this project=\$nn]**

If Client wishes for any further changes to be made, the manuscript is to be returned to Editor who will incorporate those changes or corrections into the manuscript at the rate of \$40 USD per hour (one hour minimum with fractions of an hour rounded up).

1. DELIVERY – Contingent upon the immediate (digital) signing of this contract, prompt payment (as agreed) of the deposit and delivery of the complete draft manuscript in MS Word docx format on or before **Date**, the completed manuscript is to be delivered to Client by Editor on or before **Date**.
2. PAYMENT – Client agrees to pay Editor **\$nn<sup>00</sup>** USD for all services requested above. A 50% or **\$nn<sup>00</sup>** deposit is required upon acceptance of this Agreement via electronic signature to reserve time on Editor's calendar. A digital invoice will be provided for online payment. The remaining **\$nn<sup>00</sup>** is due when invoiced at completion and delivery of the edited manuscript. Initial payment is due upon receipt of the invoice (or as otherwise agreed) with a late fee of \$10 per day accumulating beyond that date.
3. METHOD – The preferred payment option is credit card via Square. Credit cards are otherwise not accepted. If Client would like to pay by card, cash, or check, inquire for details BEFORE signing this Agreement.
4. COMPLETION – If Editor has not received any feedback or comments within two weeks of submitting the completed work to The Client (whether the initial draft or subsequent edits), The Editor shall assume the work has been

accepted as satisfactorily completed and will conclude the transaction, which will trigger an invoice for the remaining balance.

5. CONFIDENTIALITY – The Editor agrees not to reproduce, give copies, or show to anyone, any material provided by The Client except to a subcontractor for editing purposes.
6. LIMITATIONS – No guarantees are made as to the salability or marketability of the edited manuscript. Nor is there a guarantee that the manuscript is 100% error-free, though all efforts will be made to achieve as close to error-free as possible (according to the editing service outlined in this Agreement). Please bear in mind that traditional publishers have three or more editors working on each manuscript, and this Agreement is for one pass by one editor through the document. Customer satisfaction is our #1 priority, so if the Client is dissatisfied with the completed work for any reason, they should contact The Editor immediately.
7. ROYALTIES – Unless a co-writing/co-authorship agreement is made in writing, all royalties and all monies gained by the text shall be the sole property of the Author. Although, The Editor reserves the right to display, make reference to, and link to The Client’s completed project as part of the Editor’s portfolio.
8. APPLICABLE LAWS – Both parties agree that the language herein shall be interpreted and governed by the laws of the State of California.
9. MISCELLANEOUS – This Agreement may be amended in writing and will only be valid when signed (digitally) by both parties.
10. TERMINATION – Once the project is in progress, either party may terminate this Agreement in the event of a material change of circumstances with 14-day notice in writing to the other party explaining the circumstances. If the Editor terminates the Agreement, The Client will pay for the work done up to the date of the termination. The Editor will refund any overpayment. If Client terminates the Agreement, The Client will pay The Editor for work completed up to the date of termination, but not be less than 50% of the estimated total cost for the project.

**The Client:**

By: \_\_\_\_\_  
**Name**  
Author

**The Editor:**

By: \_\_\_\_\_  
**Terry L. Stafford**  
Editor