

## Editing Contract Agreement

This contract will begin on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and is applied to the editor and client as addressed below:

**Editor:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Fax Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Email: \_\_\_\_\_

**Client:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Fax Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_  
Email: \_\_\_\_\_

Document Title: \_\_\_\_\_  
Date of document submission: \_\_\_\_\_  
Length of document: \_\_\_\_\_  
Color: Black and white \_\_\_\_\_  
          2-4 colors \_\_\_\_\_  
          5 or more colors \_\_\_\_\_  
Form Submitted:  
      Paper copy \_\_\_\_\_  
      Digital copy \_\_\_\_\_

---

This *binding* contract will include the following— editing requirements, fees, early termination fees, timeline of services to be provided, and final project delivery date.

### EDITING REQUIREMENTS

- \_\_\_ Spelling, grammar, punctuation
- \_\_\_ Accuracy of terms, information, etc.
- \_\_\_ Style: tone, diction, structure
  
- \_\_\_ Visuals/Graphics\*  
      Total number of visuals/graphics \_\_\_\_\_
- \_\_\_ Copy marking for graphic designs
- \_\_\_ Document design\*
  
- \_\_\_ Preparation of production-ready pages
- \_\_\_ Preparation of production-ready graphics
- \_\_\_ HTML/XML coding or checking\*
- \_\_\_ HTML/XML links check

Online editing acceptable: yes \_\_\_ no \_\_\_

*\*Additional fees apply when editor must create designs to incorporate into document. HTML/XML hand-coding fees apply based on amount of time spent for creation.*

Other related tasks (please be as specific as possible):

---

---

---

## FEES

All fees for projects will be determined on a case-to-case basis. As each project is different, fees will be set within 24 hours of initial document assessment. Fees will be based on hourly rates. Duration of work will be a consideration factor when determining fees.

### Basic Fee Structure

Writing Projects— \$20 per hour, \$35 per hour for quick return

Editing Projects—

Basic Copyediting— \$25-40 per hour

Heavy Copyediting— \$35-50 per hour

Developmental editing— \$60-85 per hour

\*quick return will add \$10 per each hour

Creation of graphics/visual— \$25 per hour, per each graphic and/or visual

Layout|newsletters— \$50-80 per hour

Any document type not listed above will be determined on a case-to-case basis. Fees will be discussed between editor and client before first business day of work.

### Duration of work

The editor will work typically from 9 a.m. to 5 p.m. Monday, Tuesday, and Thursday unless the client gives the editor at least one week's notice of an alternate working schedule for the following week. The alternate schedule must be agreed upon by both client and editor. Editor will work a minimum of 15 hours a week unless other specified. Illnesses, vacations, company holidays, and weekends are not subject to work and editor will give client prior notice to any of these restraints.

### Delivery and payment

1. Delivery format: Editor, \_\_\_\_\_, will deliver the final document by:
  - a. electronic mail transfer in Rich Text Format (RTF) \_\_\_\_\_
  - b. expedited postal delivery service using FedEx or UPS \_\_\_\_\_

\*Please note: client is responsible for shipping and handling charges and will pay those charges with initial 40% editing payment
2. Document will be delivered on \_\_\_\_\_
3. Payment is to be made 40% upon initial receipt of document, 60% within 15 days of project completion (\_\_\_\_\_). If payment is not made within 20 days, a late fee of 2.5% per month or partial month will be added to the bill. No interest is due if payment is received on the fifteenth day.
4. Should client decide once the document is completed and delivered that the document undergo a second stage of editing, the document will be subject to a separate agreement.

Both editor and client state that this agreement does not create an employer-employee relationship. The editor is free to provide services for other clients, provided that such work does not interfere with the obligations of this contract.

**EARLY TERMINATION FEES**

Client has one day grace period to terminate project without termination fee. If client decides to terminate project, with written notice, after one day grace period, termination fees apply. There will be a \$400 early termination fee for not abiding by the binding contract. Editor will return original document without any work that may have been completed within the one day grace period. Editor reserves the right to terminate, with written notice, the project early with no additional early termination fee.

**TIMELINE OF SERVICES TO BE COMPLETED**

Based upon initial assessment of document, the project will be assigned a completion date. Typically, the editor completes the emendations within 6 business days. If client wants the editor to complete the document with a quick return, an additional \$10 per hour will be added to type of fee structure that is being applied.

**FINAL PROJECT DELIVERY DATE**

The editor will return the completed document on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By signing below, editor and client agree to terms addressed in contract. This contract is binding and must be followed by both editor and client.

Understood and Agreed:

\_\_\_\_\_  
Editor

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date signed