



Pauly Pagenhart, writer/ editor
P.O. Box 9074, Berkeley, CA 94709

LETTER OF AGREEMENT FOR EDITING SERVICES

explanatory notes in grey on sample template only

Client Name: **Name of client**

Name of project: **Name of project**

Date: **Insert**

Based on our discussion and/ or correspondence, below is a description of the services that I, Pauly Pagenhart (hereafter “Editor”) will provide to you, **Client Name** (hereafter “Client”), along with our agreed-upon fees and terms.

When I receive back your signed copy of this Letter of Agreement, I can begin working on your project.

SERVICES

I will provide the following services: *(The list should include all the deliverables we’ve discussed, with any additions as needed.)*

- Professional-caliber editing and proofreading of **content** (*project name*). Style choices and issues will be determined based upon the **AP Style Guide** (*or CMOS, APA, or MLA, as discussed*)¹ and the client's house style.
- Author's tone and style will be retained.
- Documents 20,000 words and fewer will be returned, edited, **within 48 hours** (business days only, unless discussed and agreed upon). (*PROCESS NOTE: larger projects will be broken into multiple delivery dates at a rate of no more than 20,000 words/ 48 hours*)

¹ [Associated Press Style Guide](#), [Chicago Manual of Style](#), [American Psychological Association Style](#), [Modern Language Association](#).

DELIVERABLES

- **(Quantity)** edited document(s), as a Google Docs file. *(if total material exceeds 20,000 words, we'll break the deliverables into chunks. GDocs file format, unless another document format is requested by Client)*
- Work will be done in “editing” mode on a *copy of the original*, so that the original is easily comparable side-by-side to the edited version, via its “version history.”

DELIVERY TERMS

- Client to provide **manuscript or other text** via Google Docs, Microsoft Word, Apple Pages, or any other similarly convertible file by end of day:
 - **DATE**
- Editor to return completed material in **Google Docs format** *(unless another document format requested by Client)* by end of day:
 - **DATE** *(if the project exceeds 20,000 words, the series of delivery dates would be noted)*
- Editor to issue invoice following completed material.
- Client to pay, within 15 days of receipt of invoice, via **online portals** (Wave invoice links to Apple Pay, Bank Payment (ACH), credit cards; client may also pay with CashApp), unless otherwise negotiated.

RATE AND FEES

- Rates are charged hourly, at **rate** per hour *(unless otherwise negotiated—writing: \$75/hr; developmental & copyediting: \$65/hr; layout & design: \$55/hr; authenticity reading: \$45/hr)*
- Estimates are as follows:
 - Client estimates a total of **amount** words
 - Based on the sample edit, Editor estimates a total of **number** hours
 - Editor will keep Client apprised on a rolling basis in the event of a significant change.
- Additional expenses: No additional expenses are anticipated; no additional expenses will be charged.

INVOICING & PAYMENT TERMS

INVOICING:

- Invoices will be sent via email upon delivery of edited work, and are due within 15 days of receipt.

ONLINE PAYMENT: VIA WAVE OR CASH APPS

- On the invoice itself are secure links to direct payment via Apple Pay, Bank Payment (ACH), or credit card. Clients may also pay the invoice using Wave, or [Cash App](#).

LATE FEES AFTER 15 DAYS

- Payments received late—i.e. 16 days and further out from the due date—accrue a 2% interest fee per month. Furthermore, any ongoing work will be suspended until outstanding balance is paid.

2% DISCOUNT FOR SPEEDY PAYMENT

- Note that *payments received within 5 days of receipt of invoice receive a 2% discount*.

FORCE MAJEURE

- Pauly Pagenhart shall be excused from any delay or failure in performance required hereunder if caused by a contingency beyond their reasonable control, primarily but not limited to overwhelming acts of nature (earthquake, fire, etc.) or people.

LIMITATION OF LIABILITY

- The Client acknowledges and agrees that Pauly Pagenhart will not be liable for any losses or damages, whether indirect, incidental, or consequential, in profits, goods, or services, irrespective of the Client's expectations or assumptions.

NO GUARANTEE

- The client acknowledges and agrees that Pauly Pagenhart cannot guarantee the results or effectiveness of any of the services rendered or to be rendered. They have been executed professionally, in accordance with good industry practice.

Signatures below signify that both Client and Editor have reviewed the above, and concur that it fairly sets out our understanding of our mutual responsibilities.

Please send back a signed copy of this document to formally launch the project.

Client: _____ Date: _____

Editor: _____ Date: _____