



Terms & Conditions

Effective Date: 26 June 2025

Thank you for choosing **True North Revisions**. I am so excited to work with you on the final stage of your writing project. Before we begin, here are a few important things to know about how I work. These Terms and Conditions (“Terms”) are here to set clear expectations of the copyediting and proofreading services provided by True North Revisions (“I,” “me,” or “my”) and serve to protect us both. By hiring or working with me, you agree to these Terms. Please read them carefully. If you have any questions, please don’t hesitate to ask.

1. Services Provided

At True North Revisions, I offer professional **copyediting** and **proofreading** services.

Copyediting focuses on refining your writing while preserving your unique voice. This includes correcting grammar, spelling, punctuation, and word usage, as well as smoothing sentence structure, checking for clarity and consistency, and flagging any areas that may need reworking. I may offer light suggestions for improvement, but this is not a developmental or line edit.

Proofreading is the final stage of the writing process. I’ll catch lingering grammar, spelling, punctuation, and formatting errors in your polished draft—but I won’t alter sentence structure, make stylistic changes, or revise your content. It’s all about fine-tuning before publication.

If I begin a project and find that it requires a deeper level of editing than what we agreed upon, I’ll let you know right away. I’ll return the document with any work I’ve completed, and you’ll only be billed for the portion completed and time spent.

Not sure which service you need? Feel free to send your document my way—I’m happy to take a look first and guide you in the right direction.

2. Client Responsibilities

You are responsible for providing your **final draft** (not a work-in-progress) and making sure it’s your original content. I treat every project with care, but please back up your files just in case.

Please ensure you provide documents with sufficient lead time and inform me of any deadlines—I’m flexible when I can be, but I can’t always accommodate last-minute timelines. Though I strive to catch all errors, it is your responsibility to review the proofread material once received.

3. Limitation of Liability

I provide professional **copyediting and proofreading** services with the goal of improving clarity, correctness, and consistency in your written materials. While I take great care and diligence in my work, no editor or proofreader can guarantee a document will be entirely free of errors.

You, as the client, retain full responsibility for the content, accuracy, and final approval of all materials. I am not liable for any damages, losses, or claims that may arise from the use of edited or proofread content—including, but not limited to, financial loss, reputational harm, or any indirect, incidental, or consequential damages.

By choosing to use my services, you agree to indemnify and hold me harmless from any such claims related to the copyediting or proofreading work performed.

4. Confidentiality

Your work is safe with me. I respect your privacy and treat your documents with the strictest confidentiality. Your files and personal information will only be used for copyediting and/or proofreading purposes and will not be shared with anyone else without your consent, except as required by law. I take this matter very seriously and treat your words with the same care and respect I would my own.

5. Pricing and Payment

My standard copyediting rate is **\$0.035 per word** and my proofreading rate is **\$0.025 per word**. Both rates include two passes. I also charge **\$25 per hour** for any administrative tasks required (e.g. reading your instructions, studying your style guides, managing files, and sending invoices and project reports), tracked in 15-minute increments.

Additionally, in order to secure my services, a nonrefundable retainer fee will be charged at 25% of total cost estimate prior to the start of your project. Payments are due seven days after invoice date. Larger projects will be invoiced every two weeks until project completion. Payments received more than seven days past due may be subject to a late fee of 0.5% per week, or a minimum of \$5 per week, whichever is greater.

6. Turnaround Times and Deadlines

Scheduling is carefully managed to maintain quality and attention to detail. I'll give you a realistic estimate of the timeframe and cost of your project before we begin. While I strive to meet all deadlines, life happens, and I will not be held liable for delays caused by unforeseen circumstances or last-minute requests.

7. Revisions and Corrections

If you find errors in my work or have concerns, please notify me within seven days of delivery. I will review and make reasonable corrections at no extra charge. Extensive changes or new requests may be subject to additional fees.

8. Cancellation Policy

If you need to cancel or postpone a project, please let me know as soon as possible. If it is after the start of your project, you will be billed for the words completed and time spent on it so far. I do not offer refunds but do my utmost to ensure the final product is something we are both happy with.

9. Governing Law

These Terms are governed by and construed under the laws of the State of California, without regard to its conflict of laws principles.

10. Changes to Terms

I reserve the right to update or modify these Terms at any time. You will be notified of significant changes, and continued use of services constitutes acceptance of the updated Terms.

Thank you for trusting **True North Revisions**! I want you to feel confident and informed before we begin our work together, so feel free to reach out anytime with questions at: clatham@truenorthrevisions.com.