



**Anthony Hewson**

Copywriting, editing  
and voiceover

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## COPYWRITING, EDITING & PROOFREADING TERMS AND CONDITIONS

### **Acceptance of terms**

By asking me to carry out work for you, you acknowledge receipt and acceptance of these terms and conditions. They shall not be varied except by agreement in writing.

### **Quote**

Following an enquiry, I will supply you with a briefing document, or we may verbally discuss the requirements of the work. Once the parameters of the job are established, I will provide you with an estimate based upon projected time required to gather information, complete a first draft and then perform one round of suggested revisions based upon your comments.

Assuming the parameters of work do not change, should my work take longer than estimated, I will not charge you for the additional time. If the parameters of the job should change after the commencement of work, then if we do not renegotiate the estimate in line with the new parameters subsequent work will be charged at my standard hourly rate. Meetings and travel time are charged at that same standard rate.

**Quotes or estimates are valid for 30 days from the date of issue.**

### **Subcontracting**

While there is seldom the need, I reserve the right to subcontract work to trusted professional copywriters or proofreaders if required.

### **Security & privacy**

Your material and information are treated in the strictest of confidence and with care. I will if required sign any non-disclosure documentation but you will indemnify me against any action associated with accidental disclosure or loss of such information.

### **Delivery dates**

At the outset of discussions, we will agree a timescale of works which fits in with your desired date of product delivery. Every effort will be made to meet such deadlines, and should circumstances beyond my control cause possible delays I will notify you of that potential at the earliest opportunity.

### **Existing client literature**

As part of research and writing of new work, it may be appropriate to refer to and make use of existing company literature. If this is supplied, you as the client confirm that you own the copyright to that material and indemnify me against any claim arising from suggestion that the new work breaches existing copyright.

### **Errors and literals**

I always try to ensure that copy is free of spelling mistakes and other literals, and that proofreading tasks are completed to the highest degree of accuracy. However, I cannot guarantee that all work is entirely error-free, and you as the customer bear the ultimate responsibility for any costs incurred as a result of errors appearing in the final published form. As an aside, it is worth proofreading any document carefully that has been sent for layout with any design or print house as the publishing process can bring about occasional errors.

**Acceptance of work**

If after a first round of revisions I have not heard from you for 14 calendar days I will assume that the work is satisfactory and complete, and will issue an invoice for the work completed.

**Copyright**

Copyright automatically resides with the author (see: <http://www.ipo.gov.uk/types/copy/c-ownership/c-commissioned.htm>), and I retain these rights but grant you permission to use any work produced for the purpose described at the time of undertaking for free. I am generally happy for the work to be used for other purposes, only by the client for whom the work was produced, at no further cost, but as a courtesy require notification of such intent. I reserve my economic rights should alternative use be exceptional or excessive.

I reserve the right, once the work produced has been published as intended and excepting work where privacy remains an issue, to use any part of that work for marketing purposes, including graphics or downloadable PDFs of the final version.

**Completion**

Where appropriate I require a hard copy and electronic PDF copy of any completed or published works for my own records and portfolio.

**Payment terms**

My standard terms are that I will invoice either at the time of completion and acceptance of the work, or in stages agreed at the time of commissioning should the project duration be greater than one month.

**Payment is due within 30 days of date of invoice.**

Should a project be cancelled for any reason after work has begun you agree to pay me for any work completed at my standard hourly rate, and the invoice will be issued immediately I am notified of cancellation.

AH Copy is signatory to the UK Government's Better Payment Practice Code. If payment is not received within 5 working days of the due date shown on the invoice, I reserve the right to charge interest. That interest is applied according to the DTI's Better Payment Practice guideline of 8% plus the Bank of England reference rate at that time. Full details of these terms and legislation can be viewed at [http://www.payontime.co.uk/legislation/legislation\\_main.html](http://www.payontime.co.uk/legislation/legislation_main.html).