



Proofreading Service UK.com

Terms and Conditions

Terms of use clauses define the conditions one must accept in order to use these services. Once the site user reads this page, he or she automatically agrees to the policies laid out therein. If the user does not agree with these policies, he or she should not use this site or any services offered by this site. Please note these terms may be updated at any time.

These Terms and Conditions apply to books, documents and online text for proofreading, editing and formatting. Please [contact me](#) if you have any questions or need any clarification regarding the process or requirements of both parties.

Services provided by www.proofreadingserviceuk.com:

- I provide clear instructions when correcting errors or making improvements, but it is the client's responsibility whether these changes are accepted.
- I only proofread and edit using UK English on all projects supplied to me.
- I endeavour to provide a complete and accurate service for each project submitted to me; however, I cannot guarantee a 100% error-free document. It is the client's responsibility to review the completed work.
- Errors or discrepancies in the punctuation, grammar or spelling will be rectified if found within 4 days of receipt for projects less than 5000 words or within 14 days for higher word counts. Any other changes will be classed as out of scope and charged at an hourly rate to amend.
- If the client makes further changes or additions to the proofread/edited text and this results in further errors or discrepancies, or more text to proofread/edit, these will be classed as out of scope and an hourly rate will be charged to amend/work through.
- I reserve the right to charge an additional fee or cancel my services if there is a change to the original order due to the client sending me a rewritten/reworked version to proofread/edit/format instead. This applies whether I have started work on the project or not, and if the client sends a completely new version or revised sections/parts thereof.
- I reserve the right to decline work containing plagiarised content, or if it is deemed obscene, inflammatory, illegal or otherwise offensive.
- I accept no liability for any legal action arising from factual inaccuracy or defamatory information in any project I work on.
- I am not liable for any losses, of any kind, resulting from missed errors or any advice provided. I am not liable for any consequential, indirect or special loss/damage. I will not be liable for any loss or damage arising out of any event(s) beyond my reasonable control.

Clients' responsibilities:

- The client is ultimately responsible for his or her own work. While I will endeavour to point out any particular issues, such as legalities, the client is responsible for ensuring the book, document or online content is appropriate for publication or submission.
- The client is ultimately responsible for the content and how it is used. I am not responsible for any changes made after I return the amended content, nor do I guarantee it will be accepted for publication, receive favourable reviews, gain a high/pass grade, etc.
- It is the client's responsibility to state if a particular style guide/referencing style is required.
- I have the right to either change the date I will return the work or decline the project if there is a delay in the client sending through the work than originally agreed.
- If the client supplies a sample of work for me to base my quotation on but the complete text is of a much poorer standard, I may either adjust the quote accordingly or decline the work.

After the project is completed:

- All clients are required to fill in a sign-off form. Failure to return the form within 4 days of receipt for projects less than 5000 words or within 14 days for higher word counts will be regarded as acceptance of the proofread/edited/formatted project as provided.
- I may use the client's name, book or website in my promotional/marketing material unless the client requests otherwise.
- I may use written testimonials, feedback or comments made by the client in my promotional/marketing material unless the client requests otherwise.
- I may request one free copy of the client's book, novella or short story I have proofread, edited or formatted.
- The client is required to ask beforehand if he or she would like to acknowledge my services in their work. Unauthorised use of my name or services in any book, document or online content is prohibited.

Making payment:

- Payments are free by bank transfer (BACS) online/via phone/through the client's branch.
- Payments by client's PayPal account incur a 4% charge.
- Payments by debit card or credit card are processed securely via PayPal (no account needed) and a 4% charge will be added.
- For individuals: payment is required in advance of the work commencing.
- For companies/organisations: payment is required within 30 days of the invoice date.
- Late payments will incur interest charges in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 (incorporating the 2002 and 2013 amendments). I reserve the right to charge a debt recovery fee of £40 as detailed under the 2002 legislation.
- I am a signatory to the Pay on Time code of practice and support the Better Payment Practice Code.
- Although I only accept material written in English, payment is accepted if the client lives outside the UK. All payments are required in UK sterling and a 4% charge is applied when receiving funds from outside the UK.

Cancellation policy:

- I reserve the right to charge the full final cost if the client cancels an order after I have completed more than 50% of the project. If I have completed less than 50% of the project, I reserve the right to charge half the final cost. There is a minimum charge of £25.
- If an order has been placed but work hasn't commenced, I reserve the right to charge a cancellation fee equivalent to 25% of the full cost or minimum charge of £25.
- If the client experiences an unexpected difficulty or force majeure that results in a delay or cancellation of payment, please contact me in the first instance to discuss how to proceed.
- If I experience an unexpected difficulty or force majeure that results in a delay in commencement of the work or progress, I will contact the client in the first instance to discuss an amended timeframe or offer to find an alternative editorial service.

Further information on service charges:

- There is a minimum charge of £25 for all services. Special offers below this amount are exempt.
- Requests with an urgent deadline or short turnaround time that covers evenings/weekends/bank holidays are charged at a higher rate and will be advised on an individual basis.
- I may request a non-refundable 10% deposit to secure services booked in advance (minimum deposit charge is £25 or the full amount if the cost is below this amount).
- I am not VAT registered and don't charge VAT for my editorial services.

Services for students submitting work for assessment:

- It is the client's responsibility to check their academic institution's policy accepts the use of professional proofreading services.
- It is the client's responsibility to provide any guidelines set out by their university on using external proofreading services prior to me starting the work.
- It is the client's responsibility to declare using a proofreader on their submitted work and compliance with all the rules stipulated when using such a service as enforced by their academic institution.
- The mark awarded from the academic institution is not within my control, and I am not legally responsible for the grade received on any material I have proofread.

I only carry out the following on work to be submitted for academic assessment:

- Proofreading (spelling, grammar, punctuation and correcting any formatting inconsistencies).
- Provide suggestions to restructure wording/sentence composition to improve clarity.

I do not carry out the following on work to be submitted for academic assessment:

- Advise on the clarity of the argument presented.
- Restructure any section of the document.
- Carry out in-depth editing, paraphrasing or translations.
- Cross-check the reference list/bibliography with in-text citations.
- Cross-check the reference list/bibliography against their external sources.
- Increase or reduce the word count to meet requirements/limits.

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