

Hannah Grego
Writer & Editor
Edinburgh

Thank you for expressing an interest in my services. Please read through and sign the following terms, returning them to me by email at hl.greg@gmail.com.

Terms of Business

1. These terms apply to any work done by me as a Freelancer for you as a Client.
2. You are under no obligation to offer me work; neither am I under any obligation to accept work offered by you.
3. I will provide services as mutually agreed and confirmed in writing. Our agreement will include fees and any anticipated expenses, timescales, scope of the project, level of intervention required and method of working.
4. The work will be carried out unsupervised at such times and places as determined by me, using my own equipment.
5. I confirm that I am self-employed, and therefore responsible for my own income tax and National Insurance contributions. I am not registered for VAT.
6. If you require me to attend face to face meetings, whether at your premises or another location, the meeting time will be billable.
7. I charge a standard hourly rate for travel time but will cover my own travel expenses, within reason, unless otherwise agreed.
8. You will reimburse me for agreed reasonable expenses over and above usual expenses incurred in the process of editorial or writing work.
9. You agree to pay me a fee per hour OR per number of words OR an agreed flat fee for the job, as agreed at the outset of the project.
10. The completed work will be delivered on or before the date agreed, for the agreed fee, which will be based on the description of the work required and the brief, both supplied by you.
11. If on receipt of the item to be worked on or at an early stage, it becomes apparent that significantly more work is required than had been anticipated during preliminary discussions, I may renegotiate the fee and / or the deadline.
12. Similarly, if you request additional tasks during the course of the project, I may renegotiate the fee and / or the deadline.
13. The deadline may be renegotiated in the unlikely event of serious unforeseen circumstances (such as severe illness, bereavement or technical disaster).

14. I reserve the right to charge a 50% deposit (payable upon receipt of the deposit invoice) for projects where the total agreed fee exceeds £200. This deposit is non-refundable, unless I cancel an agreed service.
15. I may cancel a service at any time for any reason by providing you with written notice. I will then refund any charges (including the deposit) which exceed the cost of any work already completed.
16. You may cancel a service by providing me with written notice, which I must receive and acknowledge in order to ensure cancellation. I will then cease work and invoice you proportionately for any work already completed, if this amount exceeds the deposit.
17. If the project is lengthy, I may invoice periodically for completed stages. Otherwise, I will invoice fully upon completion of the work.
18. Unless agreed otherwise at the outset, payment will be made within 30 days of receipt of my invoice, according to the Late Payment of Commercial Debts (Interest) Act 1998 (amended 2002 and 2013).
19. I reserve the right to charge interest and compensation should the payment period exceed 30 days without prior agreement.
20. You will own the Copyright of any content created by me as part of the writing / editing / proofreading process, unless otherwise agreed.
21. If I have any concerns about factual errors or legal issues whilst carrying out the agreed service, I will bring these to your attention. However, you remain ultimately responsible for any factual or legal issues that may arise from publishing your content.
22. You agree that you will not hold me liable for any claims, liabilities or expenses arising from any potential or actual copyright or trademark misappropriation or infringement claimed against you.
23. The nature and content of the work will be kept confidential and not made known to anyone other than me and my contractors without prior written permission.
24. I will only ever subcontract work to another trusted service provider with your express knowledge and agreement. I guarantee that any work I subcontract on your behalf will be completed to the same standard, schedule and budget and with the same conditions of confidentiality.
25. If my work is unsatisfactory, I will rectify it in my own time and at my own expense.
26. Under the terms of the Data Protection Act 1998, you and I may keep on record such information (e.g. contact details) as is necessary. Either of us may view the other's records to ensure that they are relevant, correct and up to date.
27. Either you or I have the right to terminate a contract for services if there is a serious breach of its terms.

- 28. If I have made a substantial contribution to the writing / editing / proofreading of a piece of work, I will be entitled to receive one free copy of the work.
- 29. I may use your name in my promotional material, unless otherwise agreed.
- 30. This agreement is subject to the laws of Scotland, and both you and I agree to submit to the jurisdiction of the Scottish courts.

Please confirm your agreement to these terms by countersigning below and returning a copy to me.

Signed:



Name: Hannah Grego

Capacity: Freelancer

Date:

Countersigned:

Name:

Capacity: Client

Position:

Date: