

Sample Service Agreement

Terms of Engagement Agreement (One Example)

This agreement confirms the terms of engagement for service between:

_____ Just 'Write' Editing Services _____ and _____

Service Provider

Client(s)

_____ Client's Address _____ Phone # _____ email _____

A) The following services will be provided to the client by the service provider: (example)

Light copy editing and proofreading of 670 page manuscript.
Receipt of original and transmission of edited copy via the internet.
Fax or mail will be used in the event of delays caused by technical difficulties.

Estimated time frame of project: July 8- Aug. 31, any year.

B) Fees payable to Just 'Write' Editing Services by the client for the above services will be:

\$ _____ flat fee payable in three installments of \$ _____,
- \$ _____. deposit as the work begins to activate this contract,
- \$ _____. past the halfway mark of the project at _____ completed pages, and
- \$ _____. on completion of the project.

Additional fees for subsequent editing of rewritten work and/or more pages will be charged at a rate of
\$ _____ per hour.

Fees are payable to "Just Write Editing Services" by US or CAD cheque.

C) Termination by the client of ongoing services requires payment before the contract is ended, of a 'kill fee' of half the remaining unpaid balance.

Termination by Just 'Write' Editing Services of ongoing services requires payment before the contract is ended, by both parties of any money owed the other, calculated by the work completed and money paid.

Postponement by either party may occur for unexpected health reasons and emergencies. In the case of postponement a mutually agreed upon arrangement to continue the project at the earliest time will be negotiated.

The signatures below of both the service provider and the client activate this agreement and the terms and conditions outlined above shall become binding upon both parties.

Work begins after Just 'Write' Editing Services receives this signed agreement and a deposit equal to one third of the flat fee.

_____ service provider

_____ date

_____ client

_____ date