



## Embers Igniting Editing

Editing Agreement between **Embers Igniting Editing** and **Jane Doe**

for

**The Majestic Meanderings of Mabel**

### PROJECT INFORMATION

**Manuscript word count: 65,000**

**Genre: Fantasy**

**Service to be provided: Line Edit**

**Specific goals for the edit  
or other notes from client: Unsure if the dialogue feels realistic.**

**Assigned editor: Madeleine Mozley**

**Proposed schedule for work: Completion date of August 21, 2023.** The editor will seek to meet this deadline. In the event of unforeseen delays, the editor will inform the client immediately of any possible delay.

**Final quote for work: \$1,105.00 + \$53.87 tax = \$1,158.87**

### TERMS OF USE

**We (Embers Igniting Editing) will...**

- Treat the Client's work confidentially and with every possible care, only sharing information about the Client's work with our partners, contractors, and consultants as necessary to complete the editing process.
- Provide exceptional and timely service.
- Perform edits by use of Microsoft Word's track changes and comments so that the Client can follow our suggestions clearly and easily.
- Respect and preserve the Client's voice within their work.
- Edit to improve the manuscript with the Client's goals in mind. All suggestions and comments are our opinions based on our experience and knowledge of writing. We provide our educated opinions, and those may differ from the Client's.

- Do our best to eliminate as many spelling, grammar, etc. mistakes as possible, but it's always possible we could miss something due to human error.
- Address any and all concerns expressed by the Client and do our very best to resolve them to the Client's satisfaction.

**We (Embers Igniting Editing) will NOT...**

- Be held liable for the loss of documents due to power failure, hardware/software failure, computer viruses, natural disasters, or any other unforeseen matters and factors beyond our control.
- Be liable for the delivery of the Client's files if their email address is not functional and/or we encounter issues such as email bouncing. In such circumstances, we'll try to contact the Client once through the emergency contact number they provided. If we still receive no response, the burden of retrieving the files from us falls to the Client.
- Guarantee the Client will find success in publishing their work due to our edit.

**The Client will...**

- Make sure they never give us the only copy of their work and maintain their own backups.
- Be willing and able to work within Microsoft Word—Embers Igniting Editing's designated word processing program—throughout the back and forth of the editing process.
- Submit clean, readable Microsoft Word files.
- Only submit their original work, never the work of someone else.
- Not submit work to us that they intend to later submit to an educational institution for a grade.
- Always remain in total control of their manuscript. They decide which of our suggested changes they want to implement; the work belongs solely to the client, and they're entitled to take or leave our changes.
- Pay Embers Igniting Editing for services provided.
- Indemnify (i.e., hold harmless) Embers Igniting Editing from any accusation of a low quality edit simply because they disagree with any of our suggested changes based solely on personal opinion.
- Inform Embers Igniting Editing of any concerns they have as soon as possible so they can be addressed immediately.

**SIGNATURES**

**By typing their name below, the client affirms the details of the project are correct, they agree to adhere to the terms of use, and they give Embers Igniting Editing permission to edit their work:**

**Client Signature:            Jane Doe**

**Date:    July 17, 2023**

**By typing their name below, the editor affirms the details of the project are correct and agree to adhere to the terms of use:**

**Editor Signature:            Madeleine Mozley**

**Date:    July 17, 2023**