



Agreement between Shakespeare Writes and

(Client) _____

Date: _____

Shakespeare Writes provides writing and editing services as agreed in advance. We, with our client, define, in writing, the scope of the project, over what period of time, the number of needed reviews and by whom, the deadline, the agreed-upon cost, and other particulars as suit the project and as needed by Shakespeare Writes and the client.

We agree to the following project description: [Project description goes here, or see attached e-mail]

Shakespeare Writes' rates are negotiated in advance: Rates can be by word, by hour, or by project. We will work with our client to determine the most appropriate rate structure and payment schedule. For new clients, we request a 25% deposit to begin the work. The rate we have agreed upon, prior to starting this project, is

Payment is due within 15 days after the date the invoice is sent; overdue accounts will incur interest at 10% until paid.

Shakespeare Writes distinguishes between writing and editing. Our writing rate is higher than our editing rate. We are often approached to do "quick edits." Quick edits commonly turn into more extensive writing assignments that can require significantly more time. If more than 25% of the content changes during the course of an editing assignment, we will consider it a writing assignment and charge writing rates.

Sometimes, as a project develops, an initial understanding with our client about the work seems no longer appropriate. We understand this happens, and we will work with our client regarding financial and deadline constraints when we determine there's a problem with our previous agreement. Our goal is to meet clients' needs on their deadlines.

When Shakespeare Writes believes the terms of a relationship have changed (for example, a task has changed from editing to writing), we reserve the right to stop work, renegotiate the agreement, and put the new understanding in writing (e-mail is acceptable), so that both parties move forward with the same understanding.

Our goal: That our clients are more than satisfied with the writing and/or editing for which they have hired us. If not, we stand ready to address their concerns after the client has indicated dissatisfaction in writing (e-mail is acceptable) within the subsequent three-month period. All communications should be sent to stephanie@shakespearewrites.com.

Name of client: _____ Stephanie Sides dba Shakespeare Writes