

TERMS OF SERVICE

MISSION STATEMENT: As your editor, I am fully committed to your work and want to see it at its best. To honor this commitment and privilege, I will do everything in my power as an editor to help you do this. For every client and every project, I will give 110% of my skill and time.

My Editing Services Include:

Full Edit + Critique in which I comment on content (plot, scenes and characters) for accuracy and consistency. An example of a comment could be: "I feel this scene (dialogue, etc.) should be cut. It slows the pacing and doesn't add to the story. Without it, your story flows much better." I will also point out things I like. On the editing side, I check for typos, punctuation, and grammar errors. I will cut unnecessary words and sentences, check for redundancies, repeated words (repetitiveness), and POV/tense changes. Sometimes I will rework sentences to fix the flow. I will point out where more descriptions can go, unrealistic dialogue, and sentences that need to be revised by you. I will offer easy fixes and suggestions for all of these. I will also offer easy suggestions on content. All of this is done with TRACK CHANGES.

Manuscript Critique in which I focus on content (plot, scenes and characters) with no typo fixes or other forms of editing. I will point out flaws in the story (if any). These flaws could be with a scene, dialogue, sentences or a plot hole. I offer easy fixes and suggestions on all problems I find. I will also comment on things I like. If there are glaring errors such as POV/tense problems, I will point these out, too.

When I make a SUGGESTION: I strongly, and I mean STRONGLY, advise you to take that suggestion or work off it to fix whatever it is that has a problem. For example: I may offer suggestions to make a scene better. This would require writing on your part. If I do a second round of editing for you, I want to see these changes (however you decide to do them) in place. And please don't take the easy way out and just write a sentence. If I make a suggestion, I hope to see more than a sentence to fix the scene or conversation.

If I add words to your sentences or dialogue: It simply means that something more needs to be there for clarity. You can accept my change, work off it, or make it your own.

Disagreements on an edit: For whatever reason, if you disagree with something please discuss it with me. We can come to a decision together for what's best for your story.

DEADLINES: I will work with you if you have a deadline. Before I begin any project, I will always let you know when I'll start it and when you can expect to get it back from me completed. Typically, my turnaround time is 1 to 3 weeks, depending on the project. If I am ever delayed, I will let you know.

SECOND ROUND: I do second rounds for anyone. The fee for the second round is half-off the original price. For example: if your story is 100 pages and you're a new client, you received the first 5 pages free, your original price was \$95. The fee for the second round would be \$47.50.

FEE: No matter the length, all Full Edits + Critiques are \$1.00 (USD) per page, and all manuscript critiques are \$0.50 per page. If you can't afford the full fee upfront, you can pay half

now and half later when I'm finished. Once your balance is paid in full, I'll return your edited manuscript with a separate document of notes if there were any concerns. All payments are done through **PayPal**. I will send you an invoice.

FIRST TIME CLIENTS: Receive free pages under limitations. I will edit the first 10 pages of your novel-length book (over 100 pages), or the first 5 pages of a novella of 50-100 pages for **FREE**. Shorter pieces not eligible. I offer this so we can both see if I'm a good fit to edit your work. Either one of us can back out for whatever reason at this stage. I've never had to do this before, but you never know. After I edit the first pages, and we're both in the same frame of mind, I'll continue with your project.

PRIVACY: I will never share any details about you to anyone. Not your email, name, nothing. Your information is safe with me. I expect mine will be safe with you, too.

OWNERSHIP: Your story is yours. You own all rights to it. I will never share it with anyone or put my name on it. I'm a writer, so I know how nervous working with other people can make you, but I promise that your work is 100% yours while I edit it, and even afterward.

YOUR RESPONSIBILIY: It's the author's job to have the story proofread or to go over it again themselves after I complete my editing. Some mistakes can go unnoticed during the course of heavy edits. Plus, I'm not a proofreader. Also, I have no say in what you do with your story when I finish my edits. It's your job to accept or change the edits I make or suggest.