



# Terms and Conditions

Shakespeare Services Ltd (trading as Shakespeare Editorial, subsequently SE)

## Project(s) and service(s)

1. Project content and timing and scope of services is defined in communications with client (to include emails, phone/Skype/video link, text messages, letters).
2. Client will supply all material as agreed and respond to queries in a timely fashion.
3. SE will supply completed, approved files and respond to queries in a timely fashion.
4. Any changes to delivery dates or project content will be agreed in communications with client.
5. Either party has the right to terminate the contract if there is serious breach of the terms and conditions.

## Copyright

6. Copyright for material supplied by client will be sourced by, or be held by, the client.
7. Copyright for material produced by SE rests with SE until full and final payment is made. It then reverts to the client, unless otherwise agreed.
8. SE retains the right to hold copies of all files for the purposes of proof of execution and in case of the need for future amendments.
9. All client files are confidential and SE will not share or disclose contained information with unauthorised persons.

## Payment

10. Quotations will remain valid for 60 days and acceptance of the quotation will be deemed a contract.
11. Costs for additional work that is required over and above the initial quotation will be agreed with the client before being undertaken.
12. Invoices are payable within 30 days according to payment details on the invoice.
13. Invoices are subject to UK VAT at the rate in force at the time of invoicing, unless the client is in a 0% VAT region.
14. Any costs payable to third parties or for other services (e.g. postage, image purchases) will be agreed with the client and are payable by the client (either directly to third party or to be added to SE invoice).
15. If the contract is terminated before completion client will cover all agreed costs incurred up to that date.
16. New clients will be asked to pay an initial deposit.

## Complaints and appeals



17. Since I am an Advanced Professional Member of the Chartered Institute of Editing and Proofreading any disputes about the work carried out can be referred to this professional body (see <https://www.ciep.uk/standards/complaints-and-appeals/>).

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[www.shakespeareeditorial.org](http://www.shakespeareeditorial.org)

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