**Terms & conditions **

* These terms & conditions apply to any work done for the Client by me (Alison Gilbert).
* I will provide service(s) as mutually agreed, confirmed in writing by me with the Client.
* The work will be carried out unsupervised at such times and places as determined by me, using my own equipment.
* I confirm that I am self-employed, I am responsible for my own income tax and National Insurance contributions, and will not claim benefits granted to the Client's employees. I am not VAT-registered.
* The work will be carried out by me. I will not subcontract any of the proofreading project to third parties.
* The contract of service requires that the client and I both acknowledge, in writing, that we have read and understood and agreed to these terms and conditions.
* Prior to the commencement of work the client and I will agree the medium in which the proofreading will be carried out, the deadline for the finished project and the fee for the project.
* Once the client and I have agreed the fee for the project, it is non-negotiable. The Client will pay me an agreed flat fee for the project. I will supply the final invoice upon completion of the project.
* Payment will be made within 30 days of receipt of my invoice, according to the Late Payment of Commercial Debts (Interest) Act 1998 (amended 2002 and 2013).
* In the unlikely event that the client cancels the work during the project, I reserve the right to invoice for 100% of the agreed fee.
* Any content created by me as part of the project will become the copyright of the Client unless otherwise agreed.
* The nature and content of the work will be kept confidential and not made known to anyone other than the Client and its contractors without prior written permission.
* The information that the Client and myself may keep on record is covered by the terms of the General Data Protection Regulation. No more information will be held than is necessary, at any time, to comply with those terms and with any compliance statement or privacy policy published by the Client and myself.
* Either the Client or myself has the right to terminate a contract for services if there is a serious breach of its terms.
* I may use the Client's name in my promotional material.
* This agreement is subject to the laws of England and Wales [or Scots or Northern Ireland law, as appropriate], and both myself and the Client agree to submit to the jurisdiction of the English and Welsh [or Scots or Northern Ireland] courts.

Signed by the Freelance:

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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of the Client:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_