



# AGREEMENT

Between

(the Author/Client)

and *Ras Kwende Anbessa-Ebanks* (the Editor)

## ON PROOFREADING / EDITING A MANUSCRIPT ENTITLED:

which consists of approximately / over .....**words.**

### INTENDED READERSHIP:

TYPE OF WORK (i.e.1 = proofreading; 2 = copy-editing; 3 = major editing) =

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### THE AUTHOR/CLIENT AGREES :

1. That the said manuscripts are his/her OWN ORIGINAL WORKS and that he/she is the owner of the **copyright**.
2. TO PROMPTLY PAY THE FEE, as agreed and invoiced, based either on an hourly rate or a per-thousand-words rate (or part thereof as the case may be). The initial assessment shall be subject to any further requirements, restrictions, or revisions made by the Author/Client.
3. NOT TO MAKE, OR NOTIFY TO THE TYPESETTER/PRINTER, ANY CHANGES OR ADDITIONAL ITEMS to the manuscript without them being seen by the Editor/Proofreader. The Editor must be given every chance to do a complete job.
4. TO CHECK and PROOFREAD the edited manuscript copies of the book and return them to the Editor promptly.
5. TO BE AVAILABLE at reasonable times for consultation by the Editor, and to inform the Editor whenever he/she expects to be unavailable for lengthy periods.

### THE EDITOR (PROOFREADER) AGREES :

1. That he will proofread, and edit as necessary, the manuscript in accordance with the foregoing paragraphs.
2. That he will seek to work in accordance with the intention and the style of the Author/Client in order to enhance and produce a balanced document with the best spelling, grammar, punctuation, sense and arrangement available.
3. To work promptly on the manuscript when agreed and to keep the Author/Client informed on the progress of the works; to consult with the Author/Client for his/her agreement before making any major or significant changes to the manuscript, or to seek clarification therein.

AND SO, BOTH PARTIES AGREE in Contract this

.....day of .....in 20 .

Signed .....(Author/Client) and .....(Editor).