

AGREEMENT FORM

Ellison Editorial

Details:

Name of Client:

Project:

Word Count:

Duration of project:

Fee:

Deposit (50% of fee):

Payable by direct bank transfer, within 7 days of the invoice date.

Work I will carry out:

- I will carry out the work in MS Word, using 'Track Changes' and 'Comments' boxes.
- I will make all obvious corrections to grammar, spelling, punctuation, capitalisation, footnotes and references, and either make changes or suggestions.
- I will adhere to the specified style/reference guide.
- I will provide completed Style Sheet and Editorial Feedback documents.

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Agreement:

This agreement presupposes that the Client has read and understood Ellison Editorial's:

[Terms and Conditions](#)

[Privacy Policy](#)

Date for file to be sent to Ellison Editorial:

Date of delivery to Client:

This agreement is made and entered into by and between the parties hereto on this date:

Client signature:

Address:

Email:

Date:

Signature from Ellison Editorial:

Email: info@ellisoneditorial.co.uk

Date: