**​Terms and Conditions**

These terms & conditions apply to any work done for you, the Client by me, Peter J Fullagar.

1. The Client is under no obligation to offer me work; neither am I under any obligation to accept work offered by the Client.
2. I will provide service(s) as mutually agreed, confirmed in writing by the Client.
3. The work will be carried out unsupervised at such times and places as determined by me, using my own equipment.
4. 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.
5. I am not VAT registered.
6. The Client will reimburse the Freelance for agreed reasonable expenses over and above usual expenses incurred in the process of editorial work.
7. The Client will pay the Freelance a fee per hour OR per 1,000 words OR an agreed flat fee for the job.
8. A description of the work required and the brief will be supplied by the Client.
9. If, however, on receipt of the item to be worked on or at an early stage, it becomes apparent that significantly more work is required than had been anticipated in the preliminary discussion/brief, I may renegotiate the fee and/or the deadline.
10. Similarly, if, during the term of my work, additional tasks are requested by the Client, I may renegotiate the fee and/or the deadline.
11. If the project is lengthy, I may invoice periodically for completed stages.
12. Any content created by me as part of the copy-editing/proofreading/project management process will become the copyright of the Client, unless otherwise agreed.
13. 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.
14. Unless agreed otherwise at the outset, 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).
15. Under the terms of the Data Protection Act 1998, the Client and I may keep on record such information (e.g. contact details) as is necessary. Either may view the other's records to ensure that they are relevant, correct and up to date.
16. Both the Client or I have the right to terminate a contract for services if there is a serious breach of its terms.
17. I may use the Client's name in my promotional material unless an NDA is signed.
18. This agreement is subject to the laws of England and Wales, and both the Client and I agree to submit to the jurisdiction of the English and Welsh courts.