

# Terms of Agreement

1. The edit will entail:
2. The final edit will be completed by:
3. If the job will entail more than one component, such as a macro and a sub edit, the due dates for each stage are:
4. I will have \_\_\_\_\_ days to review the edit.
5. The editor will update me at these stages:
6. The manuscript will come to me (Choose one):
  - As each chapter is edited
  - When the whole manuscript is completed
7. I have agreed to create a style sheet clarifying things I don't want changed and to send it with the manuscript for the edit: yes or no.
8. I am open to learning what else needs work, but these are the specific issues I think my manuscript has:
9. The editor's fee is:
10. The pay schedule is:
11. If I don't consider the edit acceptable, I will contact the editor and request that all editing work stop. If, after I talk the issue(s) through with the editor, we fail to reach an acceptable solution, I will pay a kill fee based on the percentage of the manuscript that has been fully edited (e.g., 10% complete=10% kill fee, 20% complete=20% kill fee, and so on).

12. If I have an unexpected financial crisis during the editing project, these are the payment provisions:

13. If I cause a delay that affects a “payment on completion” date, the following payment provisions will be made:

NOTE: This worksheet is meant to help you identify and negotiate the terms of an agreement with an editor. It is not created to be a legal contract.