

Paul Dalling

Independent Proofreader

Terms of business

These terms and conditions apply to any work done for the Client by Paul Dalling.

The Client is under no obligation to offer Paul Dalling work; neither is Paul Dalling under any obligation to accept work offered by the client.

Paul Dalling will provide services as mutually agreed, confirmed in writing by the Client.

The work will be carried out unsupervised at a place and times as determined by Paul Dalling using his own equipment.

Paul Dalling is self-employed and is responsible for his own income tax and National Insurance contributions, and for paying VAT (where applicable) and will not claim benefits granted to the Client's employees.

Paul Dalling agrees to attend the Client's or other premises for necessary meetings, the time spent and agreed reasonable expenses incurred to be reimbursed by the Client.

The Client will reimburse Paul Dalling for agreed reasonable expenses over and above usual expenses incurred in the process of editorial work.

The Client will pay Paul Dalling a fee per hour or per printed page or an agreed flat fee for the job.

The completed work will be delivered by the date agreed, for the agreed fee, based on the brief supplied by the Client.

If, significantly more work is required than that indicated in the brief, or additional tasks are requested by the Client, Paul Dalling may renegotiate the fee and/or the deadline.

Any content created by Paul Dalling as part of the copy-editing/proofreading process will become the copyright of the Client.

The content and nature of the work will be kept confidential and not made known to anyone other than the Client.

If Paul Dalling's work is unsatisfactory he will rectify it at his own expense.

Paul Dalling cannot guarantee that a Client's work will be error free, and the ultimate responsibility for accepting or rejecting the work rests with the Client.

The Client is responsible for checking their returned document upon receipt and accepts that they will be responsible for reviewing the final version of the material for any use or publication and that any error or loss arising out of such use or publication remains the sole liability of the Client.

Paul Dalling can therefore take no responsibility and accepts no liability for any loss, damages or costs caused by any errors left in the document.

Under the terms of the Data Protection Act 1998, the Client and Paul Dalling may keep on record such information as is necessary. Either may view the other's records to ensure that they are relevant, correct and up to date.

To call or to email

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