



COMMUNICATION FOR CHANGE: TERMS AND CONDITIONS

1/ Pricing

I will provide a quote before each project commences. This includes the quote, the work as laid out in the quotation document, two rounds of changes and emails/phone calls as needed.

2/ Project confirmation

I require written confirmation (email is fine) before I start a project. This includes acceptance of the quote and the understanding that the client is bound to these terms and conditions.

2/ Contract

A contract will exist only between Communication for Change and the client, not between Communication for Change and any third party. The client agrees to indemnify Communication for Change against any claim for compensation or damages brought about as a direct or indirect consequence of any work I do for the client or the client's organisation.

3/ Copyright

All material is transferred to the client when final payment is made. Until that time, all material is the property of Communication for Change.

Communication for Change reserves the right to include an excerpt of client material on the portfolio page of www.commforchange.com. If the client does not wish this to happen, I am happy to sign a non-disclosure agreement.

If a project is cancelled at any stage before it is finished, Communication for Change retains copyright, regardless of any previous payments.

4/ Payment terms

Communication for Change's project quotes are based on how many hours they are expected to take. I require an upfront deposit of 50%. Full payment must be received within 14 days of the final invoice. The quoted fee includes two free rounds of edits. Any further edits will be quoted for and charged.

5/ Scope change

The contract covers services as quoted. Should the parameters of the project change, I will requote and add this fee to the original invoice.

If necessary, I may exercise my right to recover debt through legal proceedings.

5/ Errors and omissions

I make every effort to ensure that each project is proofread, grammatically accurate and factually referenced where applicable. However, I cannot guarantee that every project is completely free from typographical, grammatical or factual errors. It is the client's ultimate responsibility to make sure that all material is factual and correct. It is the client's responsibility to submit material for legal review, should this be required.

6/ Indemnity

By using my services, you agree to indemnify me against any claim, including that of a third party, for compensation or damages resulting from the use of my written material or from unsought permissions to use my material. My written work is original, but the client accepts full responsibility for checking the authenticity of the project. This includes research materials and citations supplied and to indemnify me of any compensation for loss or damages. It is also the client's responsibility to ensure any rights or consents have been obtained when reproducing such things as images and graphs, and the client indemnifies Communication for Change of any legal repercussions that may be incurred on publication or distribution of such material by the client.

6/ Confidentiality

I agree to keep all material supplied by the client for the purposes of the project/s confidential and will sign a non-disclosure agreement if required. The client, however, agrees to indemnify me for any claim for compensation or damages as a result of accidental disclosure or loss of information.

7/ Copywriting process and timeframes

Upon receiving a request for quote, and based on the information provided by the client, I will prepare a quote and reserve the right to amend this fee if the job takes longer than anticipated, or if the scope of the project changes. The client will be informed promptly if this in the case.

Once the estimate is accepted, and these terms and conditions agreed to, I will send an invoice for the deposit, which equals 50 per cent of project.

The client agrees to accept the scope of work in the quote, plus terms and conditions. The client agrees to pay the deposit within five business days and before any work begins. I will produce a first draft within the agreed timeframe and will expect client amendments returned within five business days. You will receive an invoice for the balance of payment within seven days of receiving the first draft. Two client edits are provided free of charge after final payment is made.

9/ Cancellation and rejection fees for copywriting

It is in the client's interest to furnish me all the necessary information to complete the project to requirements. If the project is rejected on the basis of style, composition, editing or our interpretation of your needs, amendments or circumstances, you are liable for the full cost of the initial estimate. Furthermore, if you commission me to write a first draft and then cancel the project for whatever reason, I will invoice you for the full estimate. Normal payment terms will apply in these circumstances.

If the project is cancelled after the confirmation, but before the work begins, I reserve the right to charge 10 per cent of the estimate.

If for any reason, I need to cancel the job before it begins, I will refund the deposit. Should either the client or me need to cancel the job at any time throughout the project, for any reason, I will send an invoice for any work completed at that time.

10/ Ongoing or retainer work

Any work which requires a monthly retainer (for instance, regular newsletters or blogging) requires monthly payment up front. If the client wishes to cancel the work at any time before the agreed contract is completed, they will be liable for the next month's payment.