

April 4, 2016

Dear _____:

This letter of agreement outlines our agreement for me to copyedit your dissertation.

Timeline and Cost

1. You will send the dissertation manuscript as a Microsoft Word (.doc) file via email to me (allison@byxbe.us) on May 9, 2016, and I agree to provide a finished product to you via email (insert email address) no later than May 23, 2016.
2. It is noted that the client's preferred return deadline is May 16, 2016, and as the copy editor, I will work diligently to meet the one-week turn-around and keep you updated on my progress during the project timeline.
3. You will be invoiced for \$2.50 per page for approximately 137 text pages for work done on this manuscript. These pages include all front and back matter as well as the main text, any photographs, illustrations, or graphics.

Services to be Rendered

You have requested an APA-based copy editing of the manuscript, which includes a check for correct:

- spelling, grammar, and punctuation;
- clarity and consistency;
- bibliographic style; and
- verification of APA page style, headings, and seriation.

This copy-editing does not include fact or logic checking or a review of major structural/organizational schemes.

Delivery and Payment

1. I will deliver the copyedited manuscript by e-mail with a Microsoft Word (.doc) file attachment that integrates copyediting remarks via the Track Changes feature no later than May 23, 2016.
2. I will send you an invoice for a 50% deposit prior to May 9, 2016, and I will submit a second invoice to you for the balance of the fee once I have submitted the final edited manuscript copy to you.
3. Payment can be made via Stripe (an online invoicing program) or by PayPal.

Contingencies

1. If you should decide not to pursue completion of this project for any reason, I will invoice you for work completed to that date that exceeds the initial 50% deposit, at the rate outlined above. If the work completed to date is less than the initial deposit received, I will refund you the difference.
2. If the manuscript is submitted to me after May 9, 2016, the project completion date is subject to delay.

Please contact me if you have any questions on this letter of agreement. If this arrangement is acceptable to you, please sign below and keep a copy for yourself. This agreement will be considered binding unless notified otherwise, in writing, within five (5) business days.

Allison K. Byxbe
Email: allison@byxbe.us
Phone: (717) 283-3527

Understood and agreed: _____ (Date) _____