Book Editing Agreement

P&G Communications

Office: 678-467-0694
Email: pgcommuns@aol.com
Website: www.pgcommuns2.com

Thank you for considering P&G Communications/Bernice Guity for your book editing. We realize you have many options when it comes to book editing so we appreciate your consideration to work with us. Anyone can take your money, read your book, and say they "edited" the book, so before you sign a contract with any Editor you should ensure that the Editor has professional editing and writing experience; he or she knows and understands grammar and spelling; they have the general knowledge to recognize a factual error; and the Editor should have critical thinking skills and an eye for consistency in style.

We will make every attempt to ensure our clients are completely satisfied, however, we fully understand that you just cannot please everyone. If you have any issues with this Book Editing Agreement that cannot be resolved before we begin the work, then we ask that you please find another Editor for your book so that we do not waste your valuable time. Thank you!

The following Agreement outlines what is expected from the Client and what is expected from P&G Communications/Bernice Guity (Editor).

Author

- **Printing the book for Editing:** The Author agrees to mail a printed copy of the entire book/manuscript to P&G Communications/Bernice so that the book can be edited;
- **Email the book instead of printing it and mailing it to the Editor:** If you would like us to print the pages for you, then there is an extra charge of $50 per 100 pages to print. Here is the breakdown for you to email us the book and for us to print it for us to edit the book:
    - $50 to print the first 100 pages;

  - $100 to print pages 101-199;
  - $150 to print pages 200-299; etc.
- **Editing:** The Author understands that the Editing Services consists of Proofreading (spelling, punctuation, basic grammar); and Advanced copy editing (word choice, clarity, phrasing, grammar, extensive rewriting and reworking of your text for readability and style). We do not offer formatting services, we only edit the content.
- **Fees:** The fee for Editing Services is $50 per Chapter. Please contact us at 678-467-0694 for payment arrangements. Payment is due before we begin any work.
- **Payment:**
  - The Client can pay using PayPal (debit or credit card only);
  - The Client can pay with cash. A receipt is given for all cash received.
  - We do accept Money Orders. Please make the money order payable to Bernice Guity.
  - **E-Checks on PayPal are not accepted by P&G Communications;**
  - **Personal Checks are not accepted by P&G Communications;**
- **Editor's Acknowledgement:** The Author agrees as a Courtesy to list the name of the Editor inside the book (either on the page where the copyright information is provided; or in the Acknowledgement Page). This is optional, however, it is not wise for an Author to print a book and not provide some indication that he or she had their book professionally edited;
  - Example of how the Editor's Acknowledgement can be worded: This book was edited in its entirety by Bernice Guity of P&G Communications;
- The Author agrees to provide the Editor with one complimentary copy of the final copy of the printed book for her records/file. Please mail a copy to P&G Communications when your book is printed.

Bernice Guity (Editor)

- The Editor agrees to mail a certified copy of all edits to the Author (certified ensures the Author received the edited pages);
- **Time frame for Editing Services:** The Editor agrees to complete all edits and return the book to the Author within 30 **business days** of submission of all materials and payments to Bernice (AuthorHouse, Infinity Publishing and other Companies return the books within 45-60 **business days** and some Companies return books after 90 business days); Here's an example of the breakdown for P&G Communications:
  - If you pay us to edit 5 Chapters at one time then we will return the 5 Chapters 30 business days from the day we received the Chapters.
  - If you pay us to edit 3 Chapters at one time then we will return the 3 Chapters 30 business days from the day we received the Chapters.
  - If you pay us to edit the entire book at one time then we will return the entire book 30 business days from the day we received the Chapters.

- There is an additional fee if the Author needs the book edited **before** 30 business days. The fee depends on how quickly the Author needs the book edited. Contact Bernice if you need the editing to be expedited.
- The Editor agrees to maintain the confidentiality of any material supplied by the Author;
- **The Editor agrees to be available to discuss the book editing during the following Hours (this means the Editor will accept phone calls, face to face visits, and respond to email and text messages during these hours):**
    - **Monday to Thursday:** 9 am to 7 pm
    - **Friday:** 9 am to 5 pm
    - **Saturday:** 9 am to 2 pm
    - **Sunday:** Noon to 3 pm
    - **Contact Bernice to coordinate an appointment if you need to discuss the book editing before or after the specified times listed above.**

Other Editors

(This section is provided so that Clients can see what other Companies charge for their book editing services).

- **Infinity Publishing:** http://www.infinitypublishing.com/additional-book-publishing-services/book-editing-copyediting-services.html
    - Corrections specified by the author to be made by the publisher **beyond the 30 free corrections** to the proof book will be paid for by the author at an **industry standard rate of $50 per hour.**
- **AuthorHouse:** http://www.authorhouse.com/uploadedFiles/AuthorHouse_US/Agreements/Line_Editing_Agreement_2_10_09.pdf
    - AuthorHouse will use reasonable efforts to see that **the edited Work is returned to Author within 45-60 business days of submission of all materials** and payments to AuthorHouse (including Submission Information Form, complete manuscript and all payments), **but more time may be necessary, depending upon the complexity of editing that may be needed.**
- **To The Point Editing in Springfield, Tennessee:** http://www.shellyrosenberg.com/book-editing-proofreading.htm
    - To The Point offers this fee for proofreading: The fee for the **proofreading only** service is $.012 per word. **This service is much less comprehensive than the editing and proofreading service.** Your book is probably a candidate for the **proofreading only service if it has been edited already and is in polished form.**

Agreement Sign-Off

I have read the Agreement and I understand and accept all its terms in full. Clients will receive a full refund if their book is not returned to them within 30 business days from the date we receive the book.

No work will begin until payment has been made either by PayPal, Cash, or by Money Order made payable to Bernice Guity.

Please send an email to pgcommuns@aol.com and state in the email that you have read and understand the terms of this Agreement. Use these words in the Subject: Book Editing Agreement Sign-Off

We will not begin work on your Book Editing until you have sent us this email, per the request of our Attorneys.

Please notify us before we begin any work if there are any discrepancies with this Book Editing Agreement.

Thank you for your business!

This portion is for clients who meet with us in person. The email mentioned above in the Sign-off is therefore not required when you sign the physical Agreement.

Author

Print Name Here: _____

Sign Name Here: _____

Date of Signature: _____

P&G Communications/Bernice Guity

Print Name Here: _____

Sign Name Here: _____

Date of Signature: _____

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