



SAMPLE EDIT AGREEMENT

Client Details

Full Name:

Email address:

Project Details

Title:

Type of work:

☐ Fiction manuscript ☐ Non-fiction manuscript ☐ Children's literature

☐ Article / Blog content ☐ Web page copy ☐ Promotional copy ☐ Academic work

☐ Other:

Genre / Topic:

Description:

(A brief summary of the work, its purpose, intended audience, and any important context that will help me understand what you're trying to achieve.)

Sample word count:

Full word count:

Is it complete?

☐ Yes ☐ No

Have you self-edited?

☐ Yes ☐ No

Desired service(s):

☐ Proofreading ☐ Copy-editing ☐ Open to recommendations

Service Terms & Conditions

The free Sample Edit is limited to a maximum of 1,000 words and will be returned within the agreed turnaround period. Edits will be provided using Microsoft Word Track Changes and may include editorial comments where relevant. The Sample Edit is offered to first-time clients only, and any further work will be charged within our [standard rates](#). Where a first-time client's entire project is 1,000 words or fewer and falls within the scope of services offered, the editor may, at their discretion, complete the full project as part of the Sample Edit at no charge. For projects exceeding 1,000 words, the Sample Edit is not a substitute for a full edit and does not guarantee that all issues within the submitted work will be identified. The purpose of the Sample Edit is to demonstrate the editor's approach, assess the type of editing required, provide a recommendation where needed, and determine whether the client and editor are a good fit for collaboration. Following completion of the Sample Edit, neither the client nor the editor is obligated to proceed with additional services. The client retains full copyright of all submitted material, and all work submitted will be treated as confidential and will not be shared with third parties, including but not limited to LLM systems, without the client's written permission. All academic work is limited to proofreading and formatting. Specialist services (including academic citations and reference checking; CV design and formatting) are not offered as part of the Sample Edit.

By signing below, the client confirms that they have read, understood, and agree to the terms of the Sample Edit Agreement.

Client's Full Name:

Client's signature: