



## Contract of services agreement

The following contract agreement is for use only by clients who have already discussed their project requirements and have agreed on a booking date and fee with me. Please complete and send it to me via email.

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Please tick the boxes below

- ☐ I hereby confirm that I have read and understood the terms and conditions specified by Deborah Taylor | Proofreader, The Blue Pencil, and agree to them.
- ☐ I agree to pay the non-refundable booking fee (deducted from final invoice) within 3 days of sending the booking-confirmation form (unless otherwise agreed).
- ☐ I agree to the terms of the cancellation policy.
- ☐ I agree to the fee/rate applied to the project.
- ☐ I will deliver the text file at least 24 hours before the agreed start date.
- ☐ I will respond to the project-commencement reminder email at least 1 week before the start date.

Name (first and last):

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Email:

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Address (including country and zip/post code):

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Project name:

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Price agreed:

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