



Terms & Conditions

1. These terms & conditions apply to any work done for the Client by K M Harvey trading as Athena Copy (known as Athena Copy going forward).
2. The Client is under no obligation to offer Athena Copy work; neither is Athena Copy under any obligation to accept work offered by the Client.
3. Athena Copy will provide service(s) as mutually agreed, confirmed in writing by the Client.
4. The work will be carried out unsupervised at such times and places as determined by Athena Copy, using her own equipment.
5. Athena Copy confirms that she is self-employed, is responsible for her own income tax and National Insurance contributions, and for paying VAT (if it becomes applicable) and will not claim benefits granted to the Client's employees.
6. If Athena Copy agrees to attend the Client's or other premises for necessary meetings, the time spent and agreed reasonable expenses incurred will be reimbursed by the Client.
7. The Client will reimburse Athena Copy for agreed reasonable expenses over and above usual expenses incurred in the process of editorial work.
8. The Client will pay Athena Copy a £100 fee to confirm their place in the diary when booking more than a month in advance of the start date. This fee will be deducted from the final invoice.
9. New clients will pay Athena Copy 25% of the full fee two weeks before the start date. This payment will be deducted from the final invoice.
10. Clients who book the Proof-Edit package will be invoiced for 50% (25% for New Clients who have already paid a 25% deposit) of the full fee after the line and copy-edit is delivered.

11. The completed work will be delivered on or before the date agreed, for the agreed fee, which will be based on the description of the work required and the brief, both supplied by the Client.
12. If, however, on receipt of the item to be worked on or at an early stage, it becomes apparent that significantly more work is required than had been anticipated in the preliminary discussion/brief, Athena Copy may renegotiate the fee and/or the deadline.
13. Similarly, if, during the term of Athena Copy's work, additional tasks are requested by the Client, Athena Copy may renegotiate the fee and/or the deadline.
14. The deadline may also be renegotiated in the unlikely event of Athena Copy suffering serious disruption to her schedule e.g. family bereavement, severe illness, technical disaster.
15. Any content created by Athena Copy as part of the line editing/copy-editing/proofreading process will become the copyright of the Client, unless otherwise agreed.
16. The nature and content of the work will be kept confidential and not made known to anyone other than the Client without prior written permission.
17. Athena Copy will raise any legal concerns that arise whilst carrying out the contracted service but the Client is ultimately responsible for any legal issues that may arise from publishing their content.
18. Athena Copy will raise any concerns over factual errors that arise whilst carrying out the contracted service but the Client is ultimately responsible for fact checking the content prior to publishing.
19. Every effort is made by Athena Copy to ensure that all errors and inconsistencies are corrected but perfection is not guaranteed.
20. Athena Copy will be available to answer queries on the editing and revisions process during and after the editing/proofreading work at no extra expense unless it leads to further work that falls outside of the original brief, such work will be charged at £25/hr or a new project fee will be negotiated.



21. Unless agreed otherwise at the outset, final payment minus any deposits already paid by the Client will be made within 30 days of receipt of Athena Copy's invoice, according to the Late Payment of Commercial Debts (Interest) Act 1998 (amended 2002 and 2013).
22. Under the terms of the Data Protection Act 1998, the Client and Athena Copy may keep on record such information (e.g. contact details) as is necessary. Either may view the other's records to ensure that they are relevant, correct and up to date.
23. Either the Client or Athena Copy has the right to terminate a contract for services if there is a serious breach of its terms.
24. Athena Copy may use the Client's name in her promotional material, unless otherwise agreed.
25. This agreement is subject to Scots Law, and both Athena Copy and the Client agree to submit to the jurisdiction of the Scots courts.