



## UK Copy-Editing Services Agreement

**THIS UK COPY-EDITING SERVICES AGREEMENT** (“Agreement”) is made and entered into by and between the person identified below in the UK Copy-Editing Services Agreement Sign-off Section (“Author” or “you”) and **AUTHORHOUSE UK LTD.**, d/b/a AuthorHouse (“AuthorHouse” or “we”). The parties acknowledge that Author has entered into a certain Author Services Agreement with AuthorHouse (“Distribution Agreement”), pursuant to which AuthorHouse has agreed to distribute Author’s work (the “Work”) and perform other services as instructed and paid for by you. Capitalized terms not defined in this Agreement will have the meaning ascribed to such terms in the Distribution Agreement unless the context dictates otherwise.

### **I. Copy-Editing Services.**

In connection with Author’s efforts to prepare the Work for publication, AuthorHouse hereby agrees to provide the following copy editing services to Author upon the following terms and conditions (collectively, the “Copy-Editing Services”):

1. AuthorHouse will provide Author with the services of professional copy editors who are skilled and proficient at copy-editing manuscripts. When Author submits the Work to AuthorHouse with a request for the Editing Services, AuthorHouse will forward the Work to an appropriate copy editor who will perform the Editing Services requested by Author.
2. AuthorHouse will use reasonable efforts to see that the copy-edited Work is returned to Author within 45-60 days of its submission to AuthorHouse, but more time may be necessary, depending upon the complexity of editing which may be needed.
3. If Author is dissatisfied with the quality of the Copy-Editing Services provided to Author, you must notify AuthorHouse in writing within 21 days of AuthorHouse sending the document. If AuthorHouse agrees that the quality of the Copy-Editing Services is deficient, AuthorHouse will arrange to have the Work copy-edited again at no additional cost to Author.
4. For all Works, if after initial review AuthorHouse editors determine the amount of copy-editing needed is excessive, AuthorHouse reserves the right to, upon notification of the Author, decline to copy-edit the Work. Upon declining the Work, AuthorHouse agrees to refund the initial £250 payment for copy-editing.
5. Author will pay AuthorHouse a £250 deposit to commence Copy-Editing Services. Upon receiving Work, AuthorHouse will perform Copy-Editing services at the rate of £25 per hour. Author will be provided with an estimate of final copy editing charges, once Copy-Editor has made an initial assessment of work required. Should the estimate for final Copy-Editing charge exceed £250, Author’s options are either: a) agree to pay the remaining balance, (in excess of £250 deposit) before Copy-Edited Work will be returned to Author, or b) decline to authorize the Copy-Editing work, in which case the £250 deposit will be returned to the Author. If, after Author has agreed to pay the remaining balance, (in excess of £250 deposit) Author subsequently refuses to pay the remaining balance, AuthorHouse will not be obligated to refund moneys previously paid including, but not limited to, the £250 Copy-Editing deposit and any fees for publication of the Work.

6. AuthorHouse and its copy editors will use reasonable efforts to maintain the confidentiality of any material supplied by Author to AuthorHouse, provided Author adequately informs AuthorHouse (e.g., by label or notation) that the material is to be maintained in confidence.
7. Because AuthorHouse copy editors use Microsoft Word to make all copy-editing suggestions, Author must have access to Microsoft Word 98 or higher and understand how to use it to complete the copy-editing process.
8. Author understands that Copy-Editing Services consist of correction of spelling, punctuation, and grammar; checking for consistency, proper usage, and typographical errors. Author also understands that the Copy-Editing Services do not include content support and resolution, evaluation of flow, presentation, and sentence structure.
9. Author understands that while AuthorHouse will copy-edit Work, AuthorHouse shall not have final editorial control over it.
10. Author understands that copy-editing will only occur at one point after the initial submission of materials, and will not occur after the Work is submitted for final conversion into book format. Author also understands that after submitting reviewed, copy-edited Work, any further copy or content changes to the Work will result in additional fees.

## **II. Remedies and Limitations.**

You expressly acknowledge and agree that this Agreement is entered into pursuant to the Author Services Agreement, the terms and conditions of which are hereby incorporated by reference herein. Author's request for the Copy-Editing Services and the performance by AuthorHouse of its obligations under this Agreement will be deemed to constitute "Services" as defined in the Author Services Agreement and all of the provisions of the Author Services Agreement will apply equally to this Agreement, including, specifically, without limitation, the provisions of Sections 3 (pertaining to representations and covenants of Author), 5 (pertaining to provisions of liability and indemnification), 6 (pertaining to limitation of remedies), 7 (pertaining to breach of default and termination), 8 (pertaining to force majeure), 9 (pertaining to waiver) and 11 (pertaining to governing law, arbitration and jurisdiction). Further, the provisions of the Author Services Agreement, to the extent they generally limit AuthorHouse's liability and otherwise protect AuthorHouse from liability to Author, will apply to any claims by Author against AuthorHouse. In the event of any conflict between the terms of this Agreement and the Author Services Agreement, the terms of the Author Services Agreement will be controlling and take precedence.

## **III. Transmission by Author; Acceptance by AuthorHouse; Acknowledgement by Author.**

1. Author will be bound by this Agreement upon sending an executed original of this Agreement to AuthorHouse at its address noted in the Author Services Agreement. Alternatively, facsimile or electronic transmission to AuthorHouse by Author of the executed version of this Agreement will have the same force and effect as the original and will constitute Author's agreement to be bound by this Agreement. As to AuthorHouse, this Agreement will be deemed accepted by, and binding upon, AuthorHouse at such time as AuthorHouse receives confirmation that full payment from Author for the Copy-Editing Services has been received and irrevocably credited to AuthorHouse. Any change or modification to this Agreement must be in writing and signed by both Author and AuthorHouse.
2. By signing on this page you acknowledge that you have read, understand and approve the terms of the foregoing Agreement and agree to be bound by its provisions. Please sign and return this Agreement via email to your Publishing Adviser or via fax on 0800 197 4150.

## UK Copy-Editing Agreement Sign-Off Section

### Initial Copy-Editing Cost: £250

Author agrees to pay AuthorHouse the remaining balance due upon completion of Copy Editing Services. This rate will be charged at £25 per hour.

### Payment

\_\_\_\_\_ I have enclosed a cheque or money order for the total amount due (payable to "AuthorHouse UK Ltd.").

\_\_\_\_\_ Charge my credit card for the total amount due, using the information below.

Credit Card Information: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

### UK Copy-Editing Agreement Sign-Off

I have read the UK Copy-Editing Agreement. I understand and accept all its terms in full.

Author Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Author Signature: \_\_\_\_\_

Book Title and ID: \_\_\_\_\_

**Copy and either mail or fax page 3 of this document to:**

**AuthorHouse UK Ltd.  
500 Avebury Boulevard  
Central Milton Keynes MK9 2BE  
For faster service, fax: 0800 197 4151**