

DARLA BRUNO

Editor

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To: Fiction Writer
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Date: Month, Day, Year

Contract for Editing

Services to Be Provided; Procedures

You (**Fiction Writer**) and I (**Darla Bruno**) are contracting for my services as a copyeditor (CE) for your manuscript, *Name of Manuscript*.

You will submit the full manuscript to me by both regular mail (hard copy) and e-mail (as a Microsoft Word attachment). Please double-space the manuscript and use 1-inch margins and Times New Roman, 12-pt. font.

As a CE, I will read through the manuscript to suggest any structural or organizational changes that need to be made. Then, I will correct mistakes in grammar, spelling, and usage (e.g., *Is this the right word to use for what you're trying to say here?*). I will try to ensure consistency and completeness. I will also style the work so that it conveys the message you intended.

The rate for this is **.03/cents per word**. A 20-percent deposit is required, up front, to secure a place on my calendar. The remaining amount can be paid in thirds: one-third due after the initial reading, one-third after the first copyediting pass, and the final third upon completion. **Invoices must be paid within 30 days of their date, either by check, money order, or PayPal. All payments are to be made to Darla Bruno.**

You will review the manuscript in batches, answering my queries and adding material where necessary, and return it to me electronically. I will then do a quick cleanup edit to catch any errors introduced along the way.

Once we agree that you are ready to approach publishers with your manuscript, I will assist in the process of finding a publisher through providing resources on agents and publishers in your genre. This will be at no cost to you; however, drafting and editing materials such as book proposals and query letters will be billed at the rate of \$25/hour and discussed prior to engaging in the work.

I will begin reading the manuscript by **June 1, 2005** and complete work, providing you with a clean manuscript ready to send out, by **August 1, 2005**.

If, at any point during the editing process, either of us believes that the editor–client relationship is not working for us (or if you decide that you will not be pursuing the publication of the manuscript) and wishes to end the relationship, that person will notify the other by e-mail, and I will stop work on the project. Any outstanding invoices for work completed would then be due, and I would invoice you for any work done for which I had not already billed. In that situation, you would not owe me payment for any work I had not done.

Miscellany

You retain copyright of the material in your manuscript.

Our signatures below indicate our agreement to honor this contract.

Darla Bruno

signature

date

Fiction Writer

signature

date