

Terms and Conditions for Micheala Frizelle Proofreading

Effective Date: 01 March 2025

Welcome to Micheala Frizelle Proofreading. By using our proofreading services or engaging with our website, you agree to be bound by the following Terms and Conditions. If you do not agree with these terms, please do not use our services.

1. Services Provided

Micheala Frizelle Proofreading offers proofreading and editing services for various types of documents, including but not limited to website content, landing pages, blog posts, business documents, essays, reports, articles, and books. Our services aim to improve the clarity, grammar, punctuation, presentation, and overall quality of your written content.

2. Client Responsibilities

- **Accuracy of Submitted Content:** The client is responsible for ensuring that the document submitted for proofreading is complete and accurate. Any changes or additions to the document after the proofreading process has begun may incur additional fees.
- **Timely Submission:** The client is responsible for submitting the document on time for proofreading. Delays in submission may affect the turnaround time.
- **Rights to Content:** The client confirms that they have full rights to the content of the document and that they are not infringing on any copyrights or intellectual property rights.

3. Payment and Fees

- **Pricing:** Our pricing is £50 per hour.
- **Payment Terms:** Payment is due upon completion of the proofreading service, unless otherwise agreed. Payments can be made through stripe or bank transfer.

4. Turnaround Time

- **Estimated Turnaround:** We provide an estimated turnaround time based on the document's length and complexity. However, turnaround times are not guaranteed, and delays may occur depending on the volume of work, the complexity of the document, or unforeseen circumstances.
- **Rush Service:** If a rush service is requested, additional fees may apply. Rush service availability is subject to prior arrangement and confirmation.

5. Revisions and Refunds

- **Revisions:** We offer revisions to the initial proofreading service, provided the request is made within 7 days after delivery. The revision must be based on the original document, and the client must outline the specific areas requiring revision.
- **Refunds:** We aim to provide the highest quality of service, but if you are dissatisfied, please contact us within 7 days to discuss a solution. Refunds are issued on a case-by-case basis, depending on the nature of the issue.

6. Confidentiality

- **Non-Disclosure:** We respect the confidentiality of your work. Any information, data, or documents shared with us will not be disclosed to third parties without your consent, except as required by law.
- **Secure Storage:** Documents and personal information will be stored securely. However, we recommend that you maintain a copy of your document for your records.

7. Copyright and Ownership

- **Client Ownership:** Upon payment for services, the client retains full ownership of the content provided. Micheala Frizelle Proofreading does not claim any ownership over the client's work.
- **Proofreader's Rights:** We retain the right to use anonymised excerpts of the edited work for promotional purposes (e.g., in portfolios, case studies, on the website) unless the client requests otherwise.

8. Limitation of Liability

To the fullest extent permitted by law, Micheala Frizelle Proofreading is not liable for any indirect, incidental, special, or consequential damages resulting from the use or inability to use the services provided. Our liability is limited to the amount paid for the proofreading services.

9. Termination

- **By Client:** The client may terminate the agreement at any time, provided that payment is made for the services rendered up until the point of termination.
- **By Micheala Frizelle Proofreading:** We reserve the right to terminate the agreement if the client engages in illegal, unethical, or inappropriate behaviour, or if payment terms are not met.

10. Force Majeure

Neither party shall be liable for any delay or failure to perform any part of this agreement if such delay is caused by events beyond reasonable control, including but not limited to natural disasters, strikes, or technical issues.

11. Governing Law

These Terms and Conditions are governed by and construed in accordance with the laws of Great Britain, and any disputes will be resolved in the courts of Great Britain.

12. Changes to Terms and Conditions

We may change this privacy policy. In that case, the 'last updated' date at the bottom of this page will also change. Any changes to this privacy policy will apply to you and your data immediately.

If these changes affect how your personal data is processed, we will take reasonable steps to let you know.

13. Contact Information

If you have any questions or concerns about these Terms and Conditions, please contact us at:

Micheala Frizelle Proofreading
mfproofreading@protonmail.com