Terms and Conditions (2019)

Thank you for choosing T.A. Acker, LLC for your editing, formatting and/or proofing needs. Please read this carefully, as it pertains to the roles and actions of both you (The Client) and T. A. Acker, LLC (The Company).

1. Consultation/Invoice
	1. Consultation
		1. Upon initial consultation, via email or phone, clients will discuss service needs with Company.
		2. Service questionnaire may also be implemented to gather information about client needs
	2. Invoice
		1. Invoice shall be sent via email from the Company to Client before any service begins. Payment is due in full before any service is performed.
2. Copy editing
	1. Pricing /submission guidelines
		1. Pricing is based on number of manuscript pages submitted in typed document. (.doc or .rtf file)
		2. Times New Roman font, size 12, on standard 8.5” x 11” document file size.
		3. Single or 1.5-line spacing preferred,
		4. This is to ensure fair pricing and prevents under-sizing submissions in order to lower price of services.
		5. Client will have full selection of font choice, size formatting, etc., for document text after initial submission.
		6. If Client chooses to submit document already formatted in desired book size (i.e., for proofing service only at the end), then price will be adjusted to reflect smaller page size.
	2. Areas included:
		1. Grammar, spelling, syntax, punctuation
		2. Flow/continuity of content
		3. Includes proofreading
	3. Pricing
		1. $8.00 per manuscript page
		2. If submission is only half page, then rate will be reduced.
		3. If Client submits documents in book page size, upon discussion in consultation, rate may be reduced per page.
3. Book/document structuring:
	1. Guidelines
		1. Book Page sizing based off similar standard book sizes (in inches; including but not limited to 5x8, 5.5.x 8, 6x9, etc.)
		2. Other documents (e.g. essays, blog posts, etc.) may also follow book dimensions or standard 8.5”x11” format.
		3. Company will consult with Client with regard to chapter numbering and page numbering. Filler pages may be added, but usually require no formatting beyond page breaking.
	2. Areas included:
		1. Page numbering
		2. Headers /footers
		3. Margins
		4. Page sizing
		5. Page breaking
		6. Title pages, filler pages, data page
		7. Paragraph justification and alignment
	3. Pricing
		1. $30.00 flat-rate (full)
		2. $20.00 flat-rate (limited)
		3. Limited structuring will include page breaking and two other services at client’s choice.
	4. Disclaimer
		1. Most book structuring can be done only after text has been revised and edited.
		2. If structuring is done with editing, reduced rate may apply.
4. Structure & Editing package
	1. Guidelines
		1. Structuring is best done after editing to ensure paragraph alignment and page breaking
	2. Pricing
		1. $12.00 per page
		2. Page refers to manuscript or document file, size 8.5x11 in. upon submission
5. Proofreading
	1. Guidelines
		1. Can be done as included with copy editing or separately
	2. Disclaimer
		1. Proofing is not the same as editing. Only minor typos and punctuation/grammar errors are noted.
		2. Any extensive errors found during proofing can result in being viewed and charged as copyediting. Company will discuss reasons with Client promptly to avoid any misunderstanding.
6. Length of time
	1. Turn-around times vary from depending on length of document received.
		1. An estimated time shall be given to consumer at beginning of service, but is subject to change.
		2. Minimum length of time: 5-7 business days.
		3. For copyediting: factors such as flow of content/continuity errors may prolong service time if significant amount of text has to be moved or replaced.
	2. The Client can expect occasional updates of work submitted, if desired.
	3. Clients are given one free review/revision, if reasonably unsatisfied with service.

Disclaimer: T. A. Acker, LLC (the Company) is not a book publisher or distributor. Services rendered with the Company is geared to prepare text or manuscript for publication. Choice of publishing company, self-publishing company, or combination of companies and their services do not reflect or are reflected by the Company. You (The Client) have the right to choose the company that works best for you and your project. The Company is not affiliated in a way with any self-publishing company or subsidiary.

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