

# Ghostwriting Terms & Conditions

These Terms & Conditions are pursuant to the named project completed by D.E. Kendall on behalf of ..... (henceforth referred to as 'the Client').

- **50% of costs are to be paid before project begins, this is non-refundable.** The remaining 50% is to be paid once project is completed. (If a bespoke payment plan is required, that may be discussed on a project-by-project basis.)
- Once the Client has approved project completion, payment is to be made within 7 days. Should D.E. Kendall not receive payment within 14 days, cost will double until 28 days have been reached. Should payment still not have been made by the 29<sup>th</sup> day, original cost will be tripled and *must* be paid within 11 days. After which point, any and all content created by D.E. Kendall for the project will remain the intellectual property of D.E. Kendall, and she will retain copyright in lieu of payment – enabling her to market, advertise and share the aforementioned content at her discretion, on social media and other platforms, without contest from the Client.
- Any legal ramifications relating to any and all content created on behalf of the Client will remain the sole responsibility of the Client.
- These Terms & Conditions are in relation to one named project. Should the Client wish to commence further projects at the same time, subject to D.E. Kendall's schedule, individual Terms & Conditions and Confidentiality Agreement will need to be signed by both parties for each project.
- The Client retains their right to cancel their project at any time, though *must* be aware D.E. Kendall will charge for time spent working on projects not already paid for in advance, at a rate of £35.00 per hour.
- D.E. Kendall reserves the right to cancel a project at any time due to unforeseen circumstances. Refunds *may* be issued for incomplete projects. However, these will be reviewed on a case-by-case basis, which *may* result in charges for time spent on a project, irrespective of its completion.
- D.E. Kendall *will not* work on *any* project she deems unethical.
- The Client is entitled to one revision per project. D.E. Kendall may be able to provide more revisions upon prior agreement with the Client. A revision can involve adding or removing sections of text and editorial work on content development.

**Terms & Conditions for working with D.E. Kendall, Subject to Change**

- Should the Client be dissatisfied with a project upon completion, advance payments *will not* be refunded – though the Client does not have to pay any outstanding costs relating to that project. However, if the project has not been paid for, the Client shall not publish content created by D.E. Kendall for that project. If content the Client informed they were dissatisfied with is published at any time, the Client must pay D.E. Kendall within 7 days of its discovery.
- If unforeseen circumstances arise preventing the Client and D.E. Kendall continuing with any project, upon written agreement, D.E. Kendall will suspend her ghostwriting services until such time as the Client is ready to continue working with her, provided all costs for completed projects have been paid. Ghostwriting services will re-commence at D.E. Kendall’s discretion, dependent on her workload. This contract remains active in such situations, unless termination of contract is expressed in writing.
- The Client is advised to sign the Confidentiality Agreement applicable to this project.
- This contract remains active until the named project is complete. The Client is to give D.E. Kendall 28 days’ notice in writing prior to termination of this contract whilst it is active.
- This contract remains active until the named project is complete. D.E. Kendall is to give the Client 28 days’ notice in writing prior to termination of this contract whilst it is active.
- Any special requirements to be noted in the space below:  
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**Provisional Title of Project:**  
(Subject to change at any time throughout the process.)

**Agreed Total Cost of Project:**  
(To be paid in full by xx/xx/xx – upon completion of project.)

**Agreed Non-Refundable Deposit:**  
(To be paid in full by xx/xx/xx – before commencement of project.)

By signing this document, you fully understand and agree to comply with the Terms & Conditions herein.

**Date:**

**Printed Name:**

**Signed, Client:**

**Date:**

**Printed Name:**

**Signed, D.E. Kendall**