

Terms and Conditions

Definitions

"**Christine's Edits**" refers to a business with **ABN 41954298421** and "client" refers to a person or entity that uses Christine's Edits' editing and proofreading services.

1. Christine's Edits reserves the right to terminate all services or contractual obligations with the client should the client violate any of the terms and conditions set out here.
2. All transactions between Christine's Edits and the client are bound by these terms and conditions.
3. The client must provide Christine's Edits with all necessary information, documents and assistance to enable Christine's Edits to carry out its services under the Terms and Conditions.
4. Christine's Edits will contact the client on all occasions where further clarification of documents submitted for editing is required.
5. Upon receipt of client's documents to be proofread and edited, Christine's Edits will send the client a quotation that is valid for 30 days from the date of issue.
6. Christine's Edits reserves the right to refuse to edit and proofread any document that advocates or incites violence, hatred or discrimination in contravention of national and international laws.
7. The Christine's Edits website and business name "Christine's Edits" is owned and operated by Christine's Edits. This website and its contents cannot be used, copied, reproduced, republished, transmitted, printed or modified without the permission of Christine's Edits.
8. The client retains sole copyright ownership and control over all materials submitted to Christine's Edits for editing and/or proofreading, including all files created or modified by Christine's Edits.
9. Christine's Edits is not responsible and liable for the views and content of client-submitted documents. Clients are advised that plagiarism and breach of copyright are serious offences.
10. Christine's Edits assumes no responsibility or liability for the infringement of third party copyright. The client is responsible for the contents of the documents or information it provides Christine's Edits for its services.
11. The client is responsible for the accuracy of all dates, facts, figures, tables, graphs and other technical information in the documents it provides Christine's Edits for editing and proofreading unless otherwise specified in the work order.
12. Once a quotation is accepted, the client is required to pay a deposit of 50% of the total amount quoted prior to work commencing. Once editing and proofreading are completed, Christine's Edits will issue an invoice to the

client. The client is required to pay the final amount within 7 days of the invoice date.

13. Payments are to be made in Australian dollars via direct bank deposit and bank details will be provided on the invoice.

14. Christine's Edits' international clients will make separate arrangements for payment.

15. For projects with a longer completion time, Christine's Edits can request payments by instalments.

16. Christine's Edits reserves the right to change rates at any time. There is a minimum charge of AUD40.00 for any service.

17. Christine's Edits guarantees quality editing and proofreading services. Should a client be dissatisfied with the editing and proofreading service, Christine's Edits will review the document/s at no extra cost provided full payment has been made and the dissatisfaction brought to Christine's Edits attention within 48 hours of the client receiving the documents back. Christine's Edits does not provide a refund for its services.

18. All client information is treated as confidential and used only for the purpose of providing the editing and proofreading services. Christine's Edits also respects the privacy of all written or oral communications exchanged with the client.

19. Christine's Edits will not disclose your information to third parties unless required by law.

20. Christine's Edits uses secure computer and network systems to protect your information. All client files are deleted from the server 7 days after a project has been completed.

21. Christine's Edits maintains up-to-date computers and software and will make every effort to meet deadlines and communicate with clients in the case of technical problems.

22. While Christine's Edits always aims to meet deadlines, Christine's Edits is not liable or responsible for service delays resulting from unforeseen circumstances such as technical problems including server or connection issues that are beyond our control.

23. Christine's Edits will return work to the client in electronic format. Clients have the options of email (preferred method) or USB (if provided).

24. If the client cancels his acceptance of the quotation, Christine's Edits will invoice the client for any work that has been completed. The client must advise Christine's Edits in writing of the cancellation.

25. While Christine's Edits aims to provide clients with the highest standards of editing and proofreading, Christine's Edits provides no guarantee that a client's work will be error-free.

26. The terms and conditions can be amended or rewritten at any time and for any reason.

27. These terms and conditions contain the entire agreement between Christine's Edits and the client and is subject only to a signed written agreement between Christine's Edits and the client.