

Jessica Holmes
copywriting



Terms & Conditions

PAYMENT

Payment for the first phase of the project is due in advance. Fees and expenses will then be invoiced every two weeks. Payment is expected within 30 days of receipt. Interest of 1.5% per month may be charged on past-due accounts.

ESTIMATES

The costs and expenses cited in this proposal are our best estimates given the information provided. If additional information is forthcoming, the project specifications change, or the scheduling changes, cost and expenses may also change.

ESTIMATE APPROVAL

The client must approve the estimate before work can be started. Payment for the first phase will indicate approval of the estimate.

REVISIONS OR ADDITIONS

Jessica Holmes Copywriting will request client approval at the completion of each phase. We will notify the client when additional fees and/or expenses may be charged for revisions and additions. The client's prior approval is required in order for Jessica Holmes Copywriting to incur any additional costs for revisions or additions. A delay in client approval may result in a delay in the overall project timeline.

CONFIDENTIALITY

The client shall inform Jessica Holmes Copywriting if any material or information is confidential. Jessica Holmes Copywriting will take all reasonable precautions to keep that information in confidence and shall specifically instruct all employees, agents, contractors and other personnel engaged in the project to maintain the confidentiality of such information.

MODIFICATIONS

Modification of the agreement must be written, except that the invoice may include, and the client shall pay, fees or expenses that were orally authorized in order to progress promptly with the project.

SAMPLES

If applicable, Jessica Holmes Copywriting will receive 3 copies of each piece upon completion of the project for use in our portfolio and/or publicity.

PUBLICITY

Jessica Holmes Copywriting and/or sub-contractors will receive credit for the roles they played in the creation of the final product wherever and whenever appropriate.

TERMINATION

If the client determines that the project will not proceed or decides for any reason to terminate the services of Jessica Holmes Copywriting, the client will notify Jessica Holmes Copywriting immediately. Upon notification, Jessica Holmes Copywriting shall have the right to charge for all fees and expenses incurred up to the date of termination.