[Month, day], [year]

[Writer First and Last Name
Title
Street Address
City, State Zip]

Dear [Author],

The purpose of this letter of agreement is to outline the scope of the freelance services that [EDITOR NAME] will perform for [WRITER NAME].

**Parties and Assignment**. This agreement (the "Agreement") is made and entered into as of [day and date] (the “Effective Date”) by and between [WRITER NAME] (hereafter referred to as “the CLIENT”) and [EDITOR NAME], the editor (hereafter referred to as “the EDITOR”). The contract is in regards to professional freelance [editing] services to be performed on/for the following project (s):

* [Title, issue #, #-page script] (hereafter referred to as "the PROJECT")

 **Services to Be Rendered**.The EDITOR, a work-for-hire independent contractor, agrees to 1) [# of rounds] of [type of edits] to the PROJECT. ("One round" is defined as: the EDITOR receives content, provides edits with comments and questions, and gives it back to the CLIENT which marks the completion of the round.) All communication and services will be conducted in [software] and email.

The CLIENT will provide 1) the completed script and the outline/synopsis for it and 2) additional context into the goals of the story at the onset of the project.

**Confidentiality**. The EDITOR acknowledges that they may be furnished or may otherwise receive or have access to information which relates to the CLIENT's products, creative works, marketing strategies, pending projects and proposals, and other proprietary information which gives the CLIENT an opportunity to acquire an advantage over its competitors who do not know or use it (the "Proprietary Information"). The EDITOR agrees to preserve and protect the confidentiality of the Proprietary Information and all physical forms thereof, whether disclosed to her before this Agreement is signed or afterward. In addition, the EDITOR shall not disclose or disseminate the Proprietary Information to any third party and shall not use the Proprietary Information for her own benefit or for the benefit of any third party. Without limiting the generality of the foregoing, the EDITOR shall be prohibited from discussing the CLIENT or the PROJECT with a representative of the press or media, either directly or indirectly, without the CLIENT's expressed prior written approval.

**Fee**.For script edits to issue #\_\_\_ (# of pages), [type of editing] editing services will be performed at the rate of $\_\_\_ per page equaling $\_\_\_. [type of editing] services will then be provided at the flat rate of $\_\_\_. I estimate that this project will cost a total of $$\_\_\_.

The EDITOR is responsible for the payment of all federal, state and/or local taxes with respect to the services they perform for the CLIENT as an independent contractor. The CLIENT will not treat the EDITOR as an employee for any purpose.

**Additional Costs**. Hours for additional work and video calls will be billed at the rate of $\_\_\_ an hour (invoiced at 1-hour minimum).All hours beyond services listed in the Fee section must be approved in writing by the CLIENT.

**Timeline**. The EDITOR will deliver edits in [type of software] format to the CLIENT one week after receipt of script. The next draft with initial edits applied at the CLIENT’s discretion will be delivered to the EDITOR one week after receipt or by [date], to which they will return final suggestions within one week.

**Terms of Payment**. 50% of the fee will be paid to the EDITOR as a deposit upon the signing of this letter of agreement, and EDITOR will send an invoice for the fee. The CLIENT will pay the EDITOR through [check, cash or digital software] (send deposit to: [address, username, or email]). Upon completion of the project and receipt of invoice(s), payment in full is due within 15 days. If payment is not received, additional invoices will be issued at 15, 45, and 60 days, and a late fee of 10% of total project cost will be charged at each additional invoice period until paid.

**Changes**. If the parameters of the PROJECT changes, the EDITOR will inform the CLIENT and they can renegotiate the scope of the PROJECT and the length of time it will take to complete. Any verbal or written changes made by the CLIENT to the scope of the Work following its initiation by the EDITOR are subject to additional charges which will be sent to the CLIENT in the form of a monthly invoice. Should such changes negate any part of the PROJECT already completed at the time of the changes, the CLIENT accepts responsibility for payment of the completed work and all services related to it, in addition to charges for the change itself.

**Cancellation**. Upon written or verbal cancellation, the CLIENT is responsible for payment for all expenses incurred and any work done toward the completion of the project based on the percentage of project completed. Should the project incur a cut back or cancellation due to unforeseen circumstances following work completed, the CLIENT is responsible for full payment as per the above estimate plus all other expenses incurred.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the CLIENT), assert that I have the authority to promise payment for the services rendered by the EDITOR for the aforementioned Work. I assert that I have read, understood and agree to the Editing Letter of Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**The CLIENT's Signature** / **Date**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the EDITOR) assert that I have read, understood and agree to the Editing Letter of Agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**The EDITOR's Signature** / **Date**

Sincerely,

[Editor First and Last Name
Street address
City, State Zip
(000) 000-0000]