



AGREEMENT between HYBRID Ink, LLC (“the Publisher”) and **The Author** (“the Editor”). The parties to this Agreement wish to establish a business relationship with the Editor providing contract labor for the Publisher.

1 Duties

Editor duties The Editor shall:

- Choose editorial projects with which to provide, as requested:
 - Developmental editing,
 - Line editing,
 - Copy editing, and
 - Proofreading.
- Edit the projects according to the level of service requested,
- Work to complete projects in a timely fashion,
- Maintain strict confidentiality surrounding the projects,
- Communicate with the client in a polite and professional manner, and
- Ensure communications between client and editor include the publisher for record keeping.

Specify which types this contract will govern

Publisher duties The Publisher or its representatives shall:

- Manage professional contacts,
- Promote the Editor’s services,
- Handle client payment, and
- Disburse payment of fees to the Editor.

2 Payment

Rate The Editor will be paid a rate of 80% of the total payment received from the client. Client rates will be determined on an individual basis, with the rough guide as follows:

Developmental editing	\$0.007 USD per word, minimum \$35.00 USD per contract
Line editing	\$0.007 USD per word, minimum \$35.00 USD per contract
Copy editing	\$0.017 USD per word, minimum of \$50.00 USD per contract
Proofreading	\$0.005 USD per word, minimum of \$25.00 USD per contract

Payment date The Publisher will furnish payment to the Editor upon completion of the project.

Mechanism Payment will be made via *Payment Mechanism*. Please specify.

3 Schedule

Completion date Completion of the editorial project will be specified in the editorial contract.

Reasonable delay Completion of the editorial project may be reasonably delayed due to unforeseeable circumstances through no fault of the Publisher or the Editor such as, but not limited to, criminal action, labor disputes, etc.

4 Indemnifications

The Editor indemnifies and holds harmless the Publisher against any and all claims, actions, demands, etc. arising from the execution of editorial contracts undertaken in their line of work.

5 Termination

Other than the mechanisms outlined above, this Agreement may only be terminated by written agreement signed by both the Author and the Publisher.

6 Additional regulations

This Agreement is subject to the laws and regulations of the State of Washington.

When the Editor enters the information below and emails this contract back to Publisher, the parties agree that the contract is digitally signed:

First Name _____

Last Name _____

Today's Date _____

Email _____

Publisher:

HYBRID Ink, Ltd

Madison Scott-Clary — representative of the Publisher

6811 Commercial Ave.

Everett, WA 98203

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