



This policy is valid from 1 April 2021.

TERMS & CONDITIONS

Your use of Annspre.com and your use of the services specified on this website constitute your agreement to our terms and conditions.

You should read these terms and conditions before you purchase any of our products.

We reserve the right to make changes to our policy, at any time and without prior notice, if we believe these changes to be necessary, and to change our fee structure, at our sole discretion and without prior notice.

1. Definition of Terms

“Services” refers to the services we provide.

“Client,” “Customer,” “You,” and “Yours” refer to any individual, group, company, or legal entity acting on your behalf to order our services.

“Company,” “We,” and “Our” means Ann’s Proofreading and Editing Services.”

“Deliverables,” “Product,” or “Final Product” refers to the final version of the document that will be delivered to the customer.

“Draft document” or “Customer’s Document” means the paper or document submitted by the customer, to be edited or proofed.

2. Payment Terms

Unless otherwise agreed to by the company, the payment terms are:

Full payment is required for small orders, (under 6000 words) and a 50% deposit for large orders, including books. Service will proceed after full payment or a deposit.

If the company cannot fulfill its obligations under the contract, only then will the Company refund the full fees paid, without incurring any further liability or costs.

The client may request changes which the company deems reasonable, at no further cost to him/her, if the content does not meet the initial agreement.

Any other revision required will be at the sole discretion of the Company and may incur an additional cost.

All change requests are required to be made in writing, sent by email.



3. Delivery

The company will do all within its power to respect delivery dates. However, no liability shall be attached to the Company if the service is delayed and this should not constitute a breach of contract.

The Final Product will be transmitted in electronic form via email.

4. Client Obligation

The Client must ensure that the work submitted is not plagiarized, and does not infringe copyright, trademark, patent, proprietary, third party, or other rights and laws. The Company is not responsible for such infringements and will not be held responsible for any claims made against the client for the named infringements.

The Company reserves the right to refuse services to the customer and to terminate any existing contract.

The Company is not responsible for any errors caused by inaccuracy in the Draft Document.

Clients must note the terms of the contract and keep a copy of the original document submitted for proofing/editing.

The customer is responsible for formatting the work, creating headings, and writing references and the bibliographies. However, these services can be provided upon request and at an additional cost.

5. Company Obligations

Care will be taken to ensure that the Final Document is free of spelling and grammatical errors, and the Company will correct such errors if they do exist, at no additional cost to the Customer.

After, the client submits a soft copy of the document in Word Format, changes will be made directly on the Customer's document, using Tracked Changes for Proofreading and Editing. The Company will provide the client with **TWO documents**:

1. A document with TRACKED CHANGES
2. A document with TRACKED CHANGES accepted and polished.

6. Liability

The Company is not responsible for any loss arising out of the use of this service or website, by the client or arising out of the late delivery of the Final Product. You agree that we shall not be held liable for any claims, liability, damages, costs and expenses, including legal fees, resulting from your use of our website and/or service or services.



7. Confidentiality

All submitted work will be treated confidentially. However, Ann's Proofreading and Editing Services will not be liable for any breach of copyright laws or plagiarism since individuals are responsible for submitting their own work.

8. Intellectual Property Rights

All work provided by the Company based on the Customer's request will be the exclusive property of the company until full payment has been made for the service.

April 2021