



Kate Naylor - Freelance Copywriter



## Freelance copywriting terms & conditions

### Working together with trust and common sense

I like to keep things simple and informal. And I prefer to work on trust. So my freelance copywriting terms and conditions are nice and basic. Here they are. You don't even have to tick a box.

I'll quote you a fair price up front, as soon as possible after getting your enquiry

I will let you know as soon as humanly possible if you're ever in danger of going over budget

I'll re-quote you promptly if the project changes shape or size part-way through

I'll schedule your project in as soon as I have time, usually within a maximum of two weeks, and I promise to meet the deadlines we set together

My prices include 2 sets of author's amends. Any more than that and I charge at my hourly rate. Very few clients need more than one set of amends and more than two is almost unheard of! That's because I make sure I get a solid brief from you before I start work

I send an invoice once you're 100% happy and the project is complete

If I'm writing regular copy for you, I'll send an invoice at the end of every month

In return all I expect is courtesy, efficiency and prompt payment.

### Legal and money stuff

I'm a Sole Trader so am responsible for my own tax and National Insurance.

I am not registered for VAT so don't charge VAT.

I work with clients across the globe, who pay me in UK pounds.

You can pay by PayPal, cheque or direct bank transfer. The details are on my invoice.

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