



AGREEMENT BETWEEN CLIENT AND EDITOR

The Client agrees:

1. To complete the Editing Registration Form.
2. To pay 50% before the editing is started and the remaining 50% on presentation of invoice after the editing is completed.
3. To pay by means of bank guaranteed cheque, Internet transfer or direct deposit, and to email proof of payment or fax it to 086 501 1755.
4. The amount charged is for editing the work once and then for checking the changes incorporated as a consequence of questions raised by the editor during the first edit.
5. To pay separately @ R100/page for extra work presented for editing after the editing starts.
6. To inform the Editor if the deadline changes.
7. To give the editor the relevant institutional guidelines.
8. To supply a ReWritable CD or a USB flash disk containing the work to be edited, with tables, photographs, etc. in separate files.
9. To obtain permission from advisor/university for the editing to be done.
10. To allow Exactica, on written request by the Client's institution, to provide the institution with three versions of the edited work: a) the original work, b) the edited work with tracked changes, and c) the edited work with changes unmarked.

The Editor agrees:

1. To complete the editing by the agreed deadline.
2. If the work is presented for editing after the initially agreed start date, to count the number of working days by which the work is late and to attempt to complete the editing by the same number of days after the initially agreed end date.
3. To abide by the requirements entered in the registration form.
4. To return the reWritable CD or USB flash disk to the Client with three versions of the edited work: a) the original version, b) the edited work with tracked changes, and c) the edited work with changes unmarked.
5. To keep the Client's files on computer for six months after the editing Finish date.

SIGNED: _____
Client

Editor

DATE: _____
