

## Page Turner Editing Services by Sasha Lysette T&Cs

Please find below my terms and conditions in regards to working with me and the services I provide, including any discounts on offer. If you have any questions regarding these, please reach out to me.

### 1. General

1.1 These terms and conditions apply to any work done by me (Sasha Lysette of Page Turner Editing Services) on behalf of the Client (you).

1.2 I will provide the specified editing services as agreed in writing (including email) between myself and the Client.

1.3 I am under no obligation to accept work offered by the Client nor is the Client under any obligation to offer me work.

1.4 All work will be carried out unsupervised during such times and in such places as determined by me, using my own equipment.

1.5 All work will be carried out by me and no part of the services provided will be outsourced to a third party.

1.6 I confirm that I am self-employed and therefore responsible for my own income tax and National Insurance contributions. For this reason I will not claim benefits granted to the Client's employees if applicable.

1.7 I am not VAT-registered.

1.8 All written agreements (including email) made between myself and the Client are subject to the laws of England and Wales, and both myself and the Client agree to submit to the jurisdiction of the English and Welsh courts.

1.9 Any court proceedings based on or arising out of any written agreement (including email) made between myself and the Client shall be based in the exclusive venue of Milton Keynes, England.

1.10 All terms and conditions are considered read, understood and agreed by the Client upon written agreement from them to myself confirming that they require me to conduct the individually specified services, and they agree to all fees and timescales outlined by myself in relation to the specified service package.

### 2. Service Terms

2.1 Upon enquiry of services from the Client to myself, I will be under obligation to detail all services offered under each package available that the Client has enquired about.

2.2 For the Paced Package, all services detailed pertain to beta reading only and any services offered as part of line or copy editing under the other packages will not be offered as part of the service.

2.3 For the Sprint Package, all services detailed pertain to copy editing only and any services offered as part of beta reading or line editing under the other packages will not be offered as part of the service.

2.4 For the Max Package, all services detailed pertain to line and copy editing only and any services offered as part of beta reading under the other packages will not be offered as part of the service.

2.5 Prior to commencement of any beta reading, line or copy editing work, I will agree with the Client, in writing, the length of time required to complete the requested work, based on information about the manuscript that the Client would have provided, specifically word count. This length of time will include a date in which I will be expected to return the completed work to the Client by, including any additional materials depending on the package. Completed work can be returned on or before this agreed date.

2.6 Prior to commencement of any beta reading, line or copy editing work, I will agree with the Client, in writing, a quotation of my fee for carrying out the requested work, in line with my current rates for each package based on the information about the manuscript that the Client would have provided, specifically word count, and accounting for any valid discounts the Client is claiming.

2.7 Prior to commencement of any beta reading, line or copy editing work, the Client will agree a date with me, in writing, in which they are to deliver the required manuscript to myself. Should the Client fail to deliver the required manuscript by close of business (17:00 GMT) on the agreed date, then I am under obligation to adjust the previously agreed timescales and the Client accepts that the required work may be subject to delays.

2.8 Prior to commencement of any copy editing work, the Client will complete a Style Sheet Questionnaire so I can determine the necessary writing style choices to be undertaken in the manuscript for copy editing purposes. This will be delivered to me with the required manuscript, by the Client, on the same agreed date as per terms set out in 2.7.

2.9 For the Sprint Package, the Turbo Package, the Max Package and the Marathon Package, all copy editing work will fall in line with my in-house style which prefers the UK Oxford style. Specific writing style choices outlined in the Style Sheet Questionnaire completed by the Client will be exceptions to this in-house style.

2.10 All work carried out across all service packages on offer will be conducted using Microsoft Word and will make use of the comments feature for beta reading, line and copy editing, and the Track Changes feature for line and copy editing.

2.11 For the Paced Package, the Turbo Package and the Marathon Package, the 'Spitballing' sessions on offer as part of the beta reading work are not mandatory. Should the Client require these sessions, they are to request them from myself once the original beta read has been completed. All 'Spitballing' sessions are to be carried out over remote video call between myself and the Client, at a time and date agreed in writing between myself and the Client.

2.12 Once a service package has been agreed in writing between myself and the Client, then the Client cannot upgrade their service package. Should the Client want a further service once the original package has been completed, they will need to enquire separately for this and will not be eligible for 'in-package' rates.

### 3. Quotations & Fees

3.1 All quotations are calculated in line with my current package fees as outlined below in 3.2 to 3.6, based on the word count of the manuscript provided to me by the Client, rounding to the nearest whole thousand (e.g. 80,350 will be rounded to 80,000 and 80,750 will be rounded to 81,000).

3.2 For the Paced Package, a quote will be provided for a fee of £1.00 per 1,000 words for any manuscripts over 41,000 words. A flat rate of £40.00 will apply to all manuscripts 40,000 words and under.

3.3 For the Sprint Package, a quote will be provided for a fee of £10.00 per 1,000 words for any manuscripts over 21,000 words. A flat rate of £200.00 will apply to all manuscripts 20,000 words and under.

3.4 For the Turbo Package, a quote will be provided for a fee of £9.00 per 1,000 words for any manuscripts over 21,000 words. A flat rate of £180.00 will apply to all manuscripts 20,000 words and under.

3.5 For the Max Package, a quote will be provided for a fee of £20.00 per 1,000 words for all manuscripts.

3.6 For the Marathon Package, a quote will be provided for a fee of £19.00 per 1,000 words for all manuscripts.

3.7 Any valid discounts that the Client is claiming will be calculated as part of the quotation, in line with the terms of the valid discount as per terms 5.2 to 5.23.

3.8 All quotations will be provided by myself to the Client in writing and will be valid for 28 days from the date of the quotation unless the quote includes a valid discount, in which case the quotation will remain valid until 14 days after the valid discount expiry date as per terms 5.6 and 5.7, depending on valid discount claimed.

3.9 Once the quotation is agreed in writing by the Client, it is non-negotiable and not subject to change unless the Client extends the word count of the manuscript past 1,000 words of the originally quoted count, in which case I will amend my quotation to reflect the new word count. A deduction in word count of the manuscript prior to commencement of any work by myself will not result in a re-negotiation of fees. The Client accepts that an extension in word count will result in an adjusted timeframe to complete the requested work and the work may be subject to delays.

3.10 I will supply the Client with a final invoice immediately upon completion of the requested work.

3.11 For Clients in the UK, payment should be made by bank transfer within 14 calendar days of receipt of my invoice. For Clients outside the UK, payment should be made through PayPal within 14 calendar days of receipt of my invoice.

3.12 For the Max Package, payment of fees will be required in two parts, once after the line edit portion is complete, for 25% of the quoted fee, and again after the copy edit portion is complete, for the remaining 25% of the quoted fee. An invoice will be provided by myself to the Client immediately both times. Should the Client fail to pay the 25% payment due after the completed line edit, I am under obligation to cancel the remaining services originally offered as part of the package. I reserve the right to invoice the Client for any work undertaken that is not covered by their deposit or 25% payment due. The Client accepts that late payment of the 25% payment due after the completed line edit, will result in an adjustment of timescales to the remaining services offered as part of the package.

3.13 For the Turbo Package, payment of fees will be required in two parts, once after the beta read portion is complete, for 25% of the quoted fee, and again after the copy edit portion is complete, for the remaining 25% of the quoted fee. An invoice will be provided by myself to the Client immediately both times. Should the Client fail to pay the 25% payment due after the completed beta read, I am under obligation to cancel the remaining services originally offered as part of the package. I reserve the right to invoice the Client for any work undertaken that is not covered by their deposit or 25% payment due. The Client accepts that late payment of the 25% payment due after the completed beta read, will result in an adjustment of timescales to the remaining services offered as part of the package.

3.14 For the Marathon Package, payment of fees will be required in three parts, once after the beta read portion is complete, for 20% of the quoted fee, again after the line edit portion is complete, for another 20% of the quoted fee and once more after the copy edit portion is complete, for the remaining 10% of the quoted fee. An invoice will be provided by myself to the Client immediately all three times. Should the Client fail to pay the 20% payment due after the completed beta read or completed line edit, I am under obligation to cancel the remaining services originally offered as part of the package. I reserve the right to invoice the Client for any work undertaken that is not covered by their deposit or 20% payment due. The Client accepts that late payment of the 20% payment due after the completed beta read or completed line edit, will result in an adjustment of timescales to the remaining services offered as part of the package.

3.15 Under the terms of the Late Payment of Commercial Debts (Interest) Act 1998, I reserve the right to charge interest and compensation should payment exceed 14 days.

3.16 Recovery of unpaid invoices that have surpassed 35 calendar days overdue will be referred to the small claims courts of England and Wales, against the Client.

#### 4. Deposits

4.1 All services are subject to payment of a 50% deposit, with the remaining balance due when the work is completed and delivered to the Client by myself, in line with terms 3.12, 3.13 & 3.14. For the Paced Package and Sprint Package, the remaining balance will be the remaining 50% of the quoted fee.

4.2 All deposits are payable by the Client upon receipt of the deposit invoice.

4.3 All deposits are to be paid at least 7 calendar days before the proposed start date the required work is to begin, as agreed between myself and the Client in writing. Should the Client fail to pay the deposit at least 7 calendar days before the proposed start date, they will accept that the required work will be delayed and I will be under obligation to make an adjustment to the previously agreed timeframe.

4.4 Should the Client cancel a service prior to the proposed start date as previously agreed between myself and the Client, then any deposit already paid by the Client is fully refundable.

4.5 All refunds of deposits due as per term 4.4 will be refunded to the original payment method used by the Client. The Client is under obligation to confirm payment details of the original payment method used to me, in writing, and accepts that any refund due will be subject to delays if payment details are not provided to me. Any payment details collected as part of this term will be held securely by myself for 5 calendar years, starting from 00:00GMT on 1<sup>st</sup> February of the year following the UK tax year the refund was paid in, to ensure I am compliant with HMRC requirements (e.g. if a refund is paid in December 2025, then this will be included in the UK tax year of 6<sup>th</sup> April 2025 to 5<sup>th</sup> April 2026 and the 5 calendar years will commence from 00:00GMT 1<sup>st</sup> February 2027). Thereafter the payment details will be permanently deleted from my system. Payment details are not shared with anyone else, with the exception of HMRC should they request this information for legal purposes.

4.6 All refunds of deposits due as per term 4.4 will be refunded within 2 working days upon me receiving confirmation from the Client of their payment details as per the terms set out in 4.5. I will send a confirmation email to the Client once the refund has been made.

4.7 Should the Client cancel a service after the work has commenced, including 00:00GMT to 23:59GMT on the date the work is due to be started by myself, as previously agreed between myself and the Client, then the deposit paid by the Client is non-refundable.

4.8 Should the Client fail to pay the deposit at all and it has been 14 calendar days since I have received any contact from the Client, then I will consider that my services are no longer required and will cancel them accordingly. I will confirm this cancellation to the Client in writing.

## 5. Discounts

5.1 All discounts are offered by myself at my discretion and are subject to changes without notice. I also reserve the right to withdraw any discount on offer at any time without notice.

5.2 The Refer A Writer Discount entitles an eligible Client to claim an additional 10% discount of total fees, in line with terms set out in 3.2 to 3.6, on a future service package, should they refer another Client to myself, and the referred Client takes on a service package from myself. The referred Client will also receive a 10% discount of total fees, in line with terms set out in 3.2 to 3.6, on their package.

5.3 For a Client to be eligible for the discount laid out in term 5.2, they will need to have received a completed service package from me up to 12 months prior to the discount being claimed, and must have paid for this completed service package in full and within the payment terms set out in 3.11. The referred Client must contact me within that 12 month period.

5.4 Upon receipt of final payment from an eligible Client, I will provide them with a unique code for their chosen referee, to quote in any future contact with myself, in order to claim the discount laid out in term 5.2. This code will be valid for the same 12 month period as detailed in term 5.3, starting from the calendar day after it is sent to the Client by myself.

5.5 All unique codes sent are subject to one-time use by the referred Client.

5.6 The discount laid out in 5.2 will become valid once the referred Client has confirmed a service package with myself in writing, agreeing to all fees and timescales, within 28 calendar days of the referred Client's initial enquiry being made. Upon this confirmation, I will contact the Client who made the referral to confirm the discount has become valid.

5.7 The discount laid out in 5.2 will be valid for 6 months for the Client who made the referral only, starting from the date the referred Client confirmed a service package with myself as per terms laid out in 5.6. The discount laid out in 5.2 will be applied to the Client's next service package that is agreed with me in writing, within the specified 6 month period. Only one instance of the discount laid out in 5.2 will be applied to the next service package that is agreed.

5.8 The discount laid out in 5.2 will be calculated into the referred Client's quotation as per term 3.7 and in line with term 5.5.

5.9 Should the referred Client cancel a service, the discount laid out in 5.2 will no longer be valid. I will contact the Client who made the referral if this occurs, to advise of the cancellation.

5.10 Should a service for the referred Client be cancelled by myself as per term 4.8, the discount laid out in 5.2 will no longer be valid. I will contact the Client who made the referral if this occurs, to advise of the cancellation.

5.11 The discount laid out in 5.2 can be claimed with only one other discount on offer, if applicable.

5.12 The Sequels & Prequels discount entitles an eligible Client to claim 10% discount of individual service package fees for any sequel or prequel, in line with terms set out in 3.2 to 3.6.

5.13 For a Client to be eligible for the discount laid out in term 5.12, they will need to have received a completed service package from me for another book in the same series as the sequel or prequel being discussed, and must have paid for this completed service package in full and within the payment terms set out in 3.11.

5.14 For the purposes of the discount laid out in term 5.12, a series is defined as two or more books set in the same world or universe, as determined by myself, at my discretion.

5.15 The discount laid out in term 5.12 will be calculated into the Client's quotation as per term 3.7.

5.16 The discount laid out in term 5.12 can be claimed with only one other discount on offer, if applicable.

5.17 The Step Into Summer Discount entitles an eligible Client to a claim of 15% discount of individual service package fees, in line with terms set out in 3.2 to 3.6.

5.18 The discount laid out in term 5.17 will be on offer to all eligible Clients during the period from, and including, 00:00BST on 25<sup>th</sup> May 2026 to, and including, 23:59BST on 19<sup>th</sup> July 2026.

5.19 For a Client to be eligible for the discount laid out in term 5.17, they will need to make an enquiry of my services in writing during the time period specified in term 5.18 AND also agree to a service package with myself in writing within 14 calendar days of the initial enquiry being made.

5.20 The discount laid out in term 5.17 will be calculated into the Client's quotation as per term 3.7.

5.21 Should the Client cancel a service, the discount laid out in 5.17 will no longer be valid for any future service packages agreed between the Client and myself.

5.22 Should a service for the Client be cancelled by myself as per term 4.8, the discount laid out in 5.17 will no longer be valid for any future service packages agreed between the Client and myself.

5.23 The discount laid out in 5.17 cannot be claimed with any other discount on offer, except for the Refer A Writer discount laid out in terms 5.2 to 5.11.

## 6. Cancellation

6.1 Both the Client and I have the right to cancel a service at any time should the other party seriously breach these terms and conditions, or for any other reason that isn't detailed in terms 3.12, 3.13, 3.14, 4.8, 6.6, 6.7 and 6.9

6.2 Should I want to cancel a service then I will provide written notice to the Client. In this unlikely event, terms 4.4 and 4.7 will still apply to any deposits paid by the Client.

6.3 Should the Client want to cancel a service then they must provide written notice to me. In this unlikely event, terms 4.4 and 4.7 still apply to any deposits paid by the Client.

6.4 In the event that the Client cancels a service after work has begun, I reserve the right to invoice for any work completed that would not be covered by the 50% deposit already paid by the Client.

6.5 Should the Client cancel a service, they maintain the right to enquiry about further service packages with me in the future. The Client accepts that the original quotation for the cancelled work may change for future service packages, and any valid discounts that were originally included in the quotation for the cancelled work, may no longer be applicable.

6.6 If upon commencement of work I find that the content of the manuscript is overtly inappropriate or offensive, as determined by myself at my discretion, there is suspicion of plagiarism, as determined by myself, or there is suspicion of use of AI in the creation of the manuscript, also determined by myself, then I will cancel the service with immediate effect and will give the Client written notice. Any deposits paid will be refunded to the Client as per terms 4.5 and 4.6.

6.7 If I am touched by extraordinary or difficult circumstances such as a family crisis, serious illness, bereavement etc. then I will contact the Client in writing at the earliest opportunity to discuss any re-negotiation of any terms relating to timescales the Client and I have previously agreed in writing. In this unlikely event, I will honour any valid discounts that were included as part of the agreed quotation regardless of whether the re-negotiation means the Client would not ordinarily be eligible for such discounts as detailed in terms 5.2 to 5.23. This is the only term that supersedes details pertaining to expiry of discounts set out in terms 5.6 and 5.7. Should the Client wish to cancel the service instead of re-negotiate, they will be eligible to a full refund of any deposits paid under these circumstances only, with deposits being refunded as per terms 4.5 and 4.6.

6.8 Terms 6.6 and 6.7 are the only ones that supersede the details pertaining to the deposit set out in terms 4.7, 6.2 and 6.3.

6.9 If the Client is touched by extraordinary or difficult circumstances such as a family crisis, serious illness, bereavement etc. then they must contact me in writing at the earliest opportunity to discuss any re-negotiation of any terms relating to timescales or fees the Client and I have previously agreed in writing. In this unlikely event, I will be as sensitive as possible and as fair as possible at all times.

## 7. Confidentiality & Privacy

7.1 The nature and content of all manuscripts I work on will be kept confidential and not made known to anyone, other than the Client, without prior written permission from the Client.

7.2 I will not, under any circumstances, upload the Client's manuscript to external websites or distribute them to third parties unless specifically authorised to do so by the Client, in writing.

7.3 All files sent to me by the Client will be kept on my own equipment which is password protected with a PIN only known to myself, and also backed up on a password protected external hard drive.

7.4 All original manuscripts will be deleted from all my systems 5 calendar years, starting from 00:00GMT on 1<sup>st</sup> February of the year following the UK tax year the service package was completed in, to ensure I am compliant with HMRC requirements (e.g. if a service package is completed in December 2025, then this will be included in the UK tax year of 6<sup>th</sup> April 2025 to 5<sup>th</sup> April 2026 and the 5 calendar years will commence from 00:00GMT 1<sup>st</sup> February 2027).

7.5. All working copies of the manuscript will be kept on my external hard drive for 5 calendar years, starting from 00:00GMT on 1<sup>st</sup> February of the year following the UK tax year the service package was completed in, to ensure I am

compliant with HMRC requirements (e.g. if a service package is completed in December 2025, then this will be included in the UK tax year of 6<sup>th</sup> April 2025 to 5<sup>th</sup> April 2026 and the 5 calendar years will commence from 00:00GMT 1<sup>st</sup> February 2027).

7.6 For copy editing services, all copies of the style sheet questionnaire and subsequent style sheet that is created as part of the copy editing service will be kept on my external hard drive for 5 calendar years, starting from 00:00GMT on 1<sup>st</sup> February of the year following the UK tax year the service package was completed in, to ensure I am compliant with HMRC requirements (e.g. if a service package is completed in December 2025, then this will be included in the UK tax year of 6<sup>th</sup> April 2025 to 5<sup>th</sup> April 2026 and the 5 calendar years will commence from 00:00GMT 1<sup>st</sup> February 2027).

7.7 In the event that I wish to use part of a working manuscript for sampling purposes to demonstrate the services I have on offer to potential future Clients, I will contact the Client in writing and obtain permission in line with terms 7.1 and 7.2. If at any time the Client changes their mind and does not wish for their manuscript to be used as sampling, they must contact me in writing so I can withdraw the samples with immediate effect, and then remove them in line with term 7.5. I will confirm in writing to the Client once the samples have been withdrawn.

7.8 If the Client agrees to provide a testimonial for me, then I will only quote the details the Client permits me to share. If at any time the Client changes their mind and does not wish for their testimonial to be shared, they must contact me in writing so I can withdraw the testimonial with immediate effect, and then remove it in line with term 7.4, 7.5 & 7.6. I will confirm in writing to the Client once the testimonial has been withdrawn.

7.9 I will not discuss any services that have been agreed between me and the Client, on social media, unless I have obtained written permission from the Client. Should the Client wish for me to support them on social media, in regards to the manuscript I worked on, I will need written permission from the Client also. This written permission can be withdrawn at any time, whereby I will cease any future social media activity in relation to the Client's manuscript. The Client accepts that due to digital footprints, previous posts and comments on social media, in regards to their manuscript, will remain available even after permission is withdrawn, if this is the case.

7.10 Under the terms of the Data Protection Act 1998, the Client and I may keep on record such information (e.g. contact details) as is necessary. Either may view the other's records to ensure that they are relevant, correct and up to date.

7.11 All data I collect is stored securely in the same way as the files sent to me by the Client, as detailed in term 7.3.

7.12 Data I collect will be kept to a minimum, being the Client's name or pen name (should the Client have one), the Client's email address, payment details (for the purposes of refunds only, where applicable), any information in regards to their enquiry, any subsequent written agreements made between myself and the Client as part of the service package, and any unique style preferences pertaining to the Client's manuscript for copy editing purposes, if applicable. This will be

collected in writing by myself, by email or through the contact form on my website, or by the style sheet questionnaire provided to me by the Client (for unique style preferences only as part of copy editing services).

7.13 I will use data I've collected to provide the agreed services to the Client and to maintain contact with them throughout the process, to send the Client the completed work, to produce invoices in accordance with the services being provided and agreed, and to confirm the Client's acceptance of these terms and conditions.

7.14 Any data collected from Client's will be held in accordance with HMRC requirements, in the same way as detailed in term 7.4, 7.5 & 7.6.

7.15 Any data collected by a non-Client (i.e. non-paying and enquiry only) will be held securely for 3 calendar months, starting from the day after the last contact was received from the Client. Thereafter it will be deleted permanently from my systems.

7.16 Any data collected from Client's will not be shared to anyone unless the Client has given me written permission to do so, with the exception of HMRC to ensure I maintain tax compliant.

7.17 I reserve the right to disclose personal information if I am mandated by law, including if there is suspicion of plagiarism in the manuscript, or if it is in connection with any court actions brought by the Client against me, or me against them.

## 8. Liability

8.1 I will do my utmost to ensure all work is correct and error-free. However, I cannot guarantee perfection.

8.2 I will not be liable for any losses of any kind from any and all missed errors, or from any editorial advice offered.

8.3 I will not be liable for any consequential, indirect or special loss/damage.

8.4 I will not be liable for any loss or damage arising from any event(s) beyond my reasonable control.

8.5 For any line or copy editing work, I will highlight and correct errors, and suggest changes according to my editorial judgement, however it is down to the Client as to whether any errors are corrected OR any changes are accepted within the manuscript. The Client is under no obligation to accept any and all changes I suggest OR have made to the manuscript within the scope of correcting errors. The Client is responsible wholly for the final condition of the manuscript before publication.

8.6. For any beta read work, I will do my utmost to ensure the manuscript is read from an objective point of view, and any opinions expressed regarding the manuscript's content will be in the interest of potential future readers. The Client is under no obligation to make corrections to the manuscript based on any opinions expressed by myself during the beta read process.

8.7 I am not responsible for any factual errors in the Client's manuscript.

## 9. Copyright

9.1 Any and all content delivered to me by the Client for any service package being taken, is considered owned by the Client.

9.2 Suspicions of plagiarism within any Client's manuscript will be reported to the appropriate parties and I will proceed with a cancellation of services as pertaining to details set out in term 6.6.

9.3 Suspicions of use of AI in regards to the creation of any Client's manuscript will result in a cancellation of services as pertaining to details set out in term 6.6. Due to the nature in which AI creates prompted content, the Client may be held liable for plagiarism claims, as determined by myself, as per term 9.2.

9.4 The Client agrees to hold me harmless from and against all claims, liabilities and expenses arising out of any potential or actual copyright infringement claimed against them.

9.5 Upon receipt of payment of the final invoice in full from the Client, any and all content created by myself as part of the services provided, as agreed in writing between myself and the Client, becomes copyright of the Client.

## 10. Acknowledgements In Published Works

10.1 The Client is under no obligation to mention me in the acknowledgement section of the published work of any manuscript I provided services on.

10.2 Should the Client wish to mention me in the acknowledgement section of the published work, they must contact me and provide me with the opportunity to review any such mentions prior to publication OR accept that I may wish to not be mentioned and honour such wishes if applicable.

10.3 The Client is under no obligation to gift me with a copy of the published work of any manuscript I provided services on.

**These Terms and Conditions were last updated on 25<sup>th</sup> May 2026.**