

## Terms of Agreement

### **Delivery:**

Editeam will deliver the product proposed in the agreed outline/client brief. In return, the client agrees to pay Editeam the amount proposed with a deposit and final payment. Any work requested by the client, and not included in the outline/client brief will be additionally charged to the client at Editeam's hourly rate. A project is considered completed when the client has signed off on the project, made the final payment, or 10 business days after the client has received the final product or service.

### **Process:**

Editeam agrees to deliver the first draft after the quote and outline is accepted by the client, the deposit is paid and the terms of agreement is signed. The client provides prompt feedback on the drafts to allow uninterrupted production flow. Editeam delivers subsequent drafts based on the parameters of the outline/client brief. Requests from clients that deviate from the outline/client brief could incur additional charge at Editeam's hourly rate.

Process is complete when client approves the final draft before editing for publication.

### **Feedback:**

Editeam will deliver the work as proposed in the agreed outline/client brief. The client agrees to provide prompt feedback for subsequent drafts. Absence of prompt feedback will postpone the estimated completion date and may result in hold fees. Editeam will also request feedback from clients five business days after delivering the draft and, if no response, two business days before project is put on hold.

### **Hold Fee:**

A project will be put on hold if feedback is not received in 10 business days. The holding fee is a flat fifteen per cent of quote total.

### **Revisions:**

Includes two free revisions. Editeam will charge addition fees for any further revisions also for any requested after the client signs off the project as completed.

### **Errors and Omissions:**

It is the client's ultimate responsibility to thoroughly review the work in progress and final product or service before approving it. Editeam will do its best to identify and eliminate any content-related errors and omissions. However Editeam is not responsible should any error or omission go undetected and become a part of the final materials.

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**Indemnity:**

The client agrees to indemnify and hold harmless Editeam from any loss, expense and damages arising out of violation of copyright or trademark laws from the illegal use of material supplied by the client.

**Intellectual Property Rights:**

Editeam will retain the rights to all parts of intellectual property it has developed. The client will retain the intellectual property right to the products and services listed in the outline.

**Payment Schedule:**

A deposit is required, unless client is an account holder, to start the first draft of the project. The final payment is due within 10 business days of project completion. Late payments will result in production delays and/or late fees.

**Late Fees:**

Late fees will be assessed at two per cent monthly interest rate from the amount owed. The assessment of the late fees will begin accumulating 10 business days after the due date on the final invoice.