

client you

about

Pacific Pencil offers services in writing, editing & publishing for print & online platforms.

Our editing model is influenced by current trends in communication delivery & media platforms.

With a comprehensive understanding of words & syntax Pacific Pencil sharpens the finer details of your project.

specs & rates\*

PROOFREADING spelling, grammar & punctuation			
	SPECIFICATIONS	TURNAROUND APPROX. HRS	COST (AUD)
SMALL	8 pages or 3,200+ words	4	\$720
MEDIUM	15 pages or 6,000+ words	10	\$1350
LARGE	25 pages or 10,000+ words	24	\$2250

COPYWRITING content production to brief			
	SPECIFICATIONS	TURNAROUND APPROX. HRS	COST (AUD)
SMALL	8 pages or 3,200+ words	48	\$880
MEDIUM	15 pages or 6,000+ words	108	\$1650
LARGE	25 pages or 10,000+ words	150	\$2750

SUBSTANTIVE EDITING proofreading + copyediting + clarify, tighten & polish			
	SPECIFICATIONS	TURNAROUND APPROX. HRS	COST (AUD)
SMALL	8 pages or 3,200+ words	12	\$800
MEDIUM	15 pages or 6,000+ words	24	\$1500
LARGE	25 pages or 10,000+ words	48	\$2500

\*base rates only | one webpage = 400-700 words

contact

[editor@pacificpencil.com](mailto:editor@pacificpencil.com)

+614 50630653

[www.pacificpencil.com](http://www.pacificpencil.com)

## what we do

proofreading	a word by word read through to check for indisputable errors in spelling, grammar & punctuation.
copywriting	content writing to your marketing brief for print and online platforms. Includes swift and accurate research to determine that facts are correct and the style suits the brief.
substantive editing	in addition to proofreading, determining that facts are correct and that style & language is clear & consistent without altering the substance of the document. Includes deleting, rearranging & rewording or rephrasing any part that may cause confusion.
review	feedback & advice plus a detailed review of each amendment to the document.
see terms & conditions	

## terms & conditions

### PRIVACY POLICY

Pacific Pencil shall respect our client's right to privacy and confidentiality.

### TERMS AND CONDITIONS

Pacific Pencil is pleased to offer you our services to edit and revise your material for publication. We ask that you fully understand these terms and conditions prior to submitting your material and entering into agreement with us to edit your work.

Complete and sign the request form enclosed in this document.

By using the services of Pacific Pencil, you agree to be bound by all of the terms and conditions of our service. Should you object to any such terms and conditions your sole recourse is to discontinue use of Pacific Pencil's services.

- While Pacific Pencil takes all necessary precautions to safeguard all submitted documents, we shall not be held liable for the loss of documents due to power failure, hardware/software failure, computer viruses, natural disasters, or any other unforeseen matters and factors beyond our control.

- Pacific Pencil shall not be held liable for any plagiarism, illegal doings, or fraudulent material submitted to us by you the client.

- Publishing rights to documents, materials, and text produced or edited by Pacific Pencil shall remain with you.

- While revisions and corrections may change the length of the project, Pacific Pencil will invoice you for the total size of the originally submitted document.

- Once you sign off and approve the final edited material, Pacific Pencil will not be liable for any errors incurred in the print or publication of the material.

- Pacific Pencil may, in its sole and absolute discretion, immediately terminate service, should your conduct fail to conform to the terms and conditions of our service.

### SUBMISSIONS

Please ensure you follow these guidelines when submitting material to be edited by Pacific Pencil.

- To determine that our services are suitable for the job, we request that you submit a minimum of 25% of the material by e-mail before any agreement is made.

- Submit material as a word document or similar processable file by e-mail or on CD or other portable storage device.

- Supply a scope about the document detailing what it is, where it will be published, who the audience is, and what style guide, if any, to follow.

### PAYMENT

By entering into agreement with Pacific Pencil, you agree to pay the minimum amount of 50% of the final project fee either by credit card, cheque, or direct bank deposit to initiate the job.

The balance of the final project fee will be due and payable within seven days of the release of the completed document unless otherwise agreed upon.

- You may request that Pacific Pencil rush an urgent project at an additional fee of 10% of the base rate.

- You may request that Pacific Pencil provide a review of the amendments at an additional fee of 15% of the base rate.

- Pacific Pencil will offer a 5% discount to any client who pays in full in advance.

If you wish to cancel the project after payment has been made, Pacific Pencil shall refund the deposit but retain 25% of the final project fee for time and expenses.

Pacific Pencil may choose to invoice you at a lower price if we determine that the job was smaller than estimated.

## over to you

Please complete and return this request form:

Company/Business

Contact Name

Phone

E-mail

Requested service

☐ proofread

☐ copywrite

☐ substantive edit

Project Scope

Include a project review with the final manuscript

☐

Urgent

☐

I agree to the terms & conditions ☐

Signature

Date

· Acceptable file types: doc - docx - open office

Please send this document back to:

editor@pacificpencil.com