



Manuscript Evaluation & Developmental Feedback Terms and Conditions

The below Terms and Conditions of our Writing Coaching & Editing service are between the Participant ("You"), the Coach/Editor ("Editor") and One Lit Place ("Company").

If You do not agree to these Terms and Conditions, you may contact the Company at contact@onelitplace.com to cancel your order prior to your first mentor meeting and receive a full refund of the amount paid (less any applicable payment processing fees).

Partaking in a manuscript evaluation/developmental feedback by submitting your materials to your Editor signifies your acceptance of all of the following terms and conditions. This document will be provided to you as a downloadable file upon registration and emailed to you for your reference. If you have any questions or concerns, please email us at contact@onelitplace.com.

Email Account & Correspondence. You agree to receive email correspondence from One Lit Place and maintain a current and working email address on file with us. You may unsubscribe from our emails at any time, but if you unsubscribe, you will not receive pertinent information regarding your work.

Payment. Manuscript Evaluation and Developmental Feedback is payable in two installments:

1. \$450 for the first payment (the initial 10,000 words for Manuscript Evaluation or 7,500 words for Developmental Feedback) prior to work being performed.
2. Per subsequent word* for the second installment one week after the work has begun.

**\$0.031/word for Manuscript Evaluation and \$0.038/word for Developmental Feedback*

Payments may be made by credit card, Paypal, or by private payment arrangement with One Lit Place. Following the delivery of the manuscript evaluation or developmental feedback, should you wish to move into the hourly Writing Coaching & Editing relationship, you may make payments on the One Lit Place [website](http://onelitplace.com) or by contacting contact@onelitplace.com.

Refund Policy. A full refund of the first installment may be requested prior to any work being performed. After the work has begun, no refunds will be issued for any pre-payment made.

- Refunds will be returned via the method in which they were received less any applicable payment processing fees. *Note, credit card refunds made through our payment provider may take up to six weeks for the credit to appear on your credit card statement. The money-back guarantee does not include a refund of any payment provider fees incurred.

Cancellations and refund requests must be made in writing (to contact@onelitplace.com).

Acknowledgement of Service Parameters. Your Editor will provide you with the level of service requested:

- for a Manuscript Evaluation, you will receive a comprehensive editorial letter that speaks to all aspects of the draft and provides suggestions for next steps and a 30-minute meeting following the delivery of the letter to debrief and discuss.
- for Developmental Feedback, you will receive a comprehensive editorial letter that speaks to all aspects of the draft and provides suggestions for next steps, plus your manuscript marked with margin comments, and a 30-minute meeting following the delivery of the letter to debrief and discuss.

Mentor Relationship. Your Editor will communicate as to when they can reasonably provide their editorial letter and maintain transparent communication with you during their reading (sharing timeline/project updates, asking questions where relevant, and offering times for the 30-minute follow-up meeting to discuss their findings upon completion).

Should you schedule and miss the follow-up meeting or cancel within 24 hours, the meeting will be charged to the account. Any rescheduled meeting will be billed at our [Writing Coaching & Editing hourly rate](#). A 25% rush fee may be applied to any project work requiring the Editor to pause other projects or work overtime in order to meet your deadline.

Whether you and your Editor meet virtually or in person, all written materials will be returned to you in Microsoft Word, or in Pages upon mutual agreement between you and the Editor and in a time frame upon mutual agreement between you and the Editor.

Billable time. The manuscript evaluation or developmental feedback is a flat-rate service. Any additional coaching or editing will be gladly provided at our hourly Writing Coaching & Editing rate. Please visit the One Lit Place [website](#) or contact contact@onelitplace.com to purchase these hours.

Place of Work & Meetings. You agree to undertake all electronic correspondence with the Editor in an online third-party platform with a private designated Team area of One Lit Place (<https://app.ringcentral.com>) to ensure consistency of communication and accurate and traceable delivery of all materials.

Prior to the start of the project work, you will be invited to the online platform and are requested to create an account and download the program and/or the app for ease of correspondence. The follow-up meeting may take place over the phone or via video conferencing.

Editor's Status. The Editor is an independent contractor. Nothing in this Agreement will be understood to create a partnership, joint venture or co-venture, agency, or employment relationship between you and the Editor. At the option of the Editor, you may credit or acknowledge the Editor and/or Company for the work developed under this Agreement.

Client Ownership of Materials. The Editor may modify, adjust, and provide new material to add to your original work. Neither the Editor nor the Company assumes ownership or rights of any works provided by you and edited for you. You retains sole ownership of your original materials.

All new work performed by the Editor, including copywriting, edits, drafts, notes and research, is the exclusive property of the Editor until your account is paid in full. Once you pay all fees due under this Agreement, any copyright the Editor may have in the product developed under this Agreement will transfer to you.

Confidentiality and Non-Disclosure. You will provide all information that has a direct bearing on the successful outcome of the project and will inform the Editor in writing of any portion of the work or related information that is confidential. The Editor will hold in confidence and not disclose the confidential information to any third party, except with your written consent or as required by law with prior notice to you.

The Editor will take all reasonable steps to safeguard and prevent the loss, destruction, or unauthorized access, use, or disclosure of the confidential information using a reasonable degree of care and no less than the same degree of care used to protect the Editor's own confidential information. The Editor will promptly return to you or destroy, as directed by you, confidential information and any other client property requested by you at any time.

The Editor will not make any unauthorized use of any of your trade secrets, confidential information, proprietary property, trademarks, or copyrighted materials.

All materials and personal information provided by you will not be distributed for publication or other service by the Company or Editor. As an exception, the Company and/or the Editor will be allowed to use a maximum five-page excerpt of finished manuscript, with your pre-approval and consent, for the purposes of a professional portfolio of provided services.

Use of Copyrighted Work. The Editor will endeavour to flag elements of a work that may require copyright permissions and, depending upon the terms specified in this Agreement, may assist you in obtaining the necessary permissions. However, unless otherwise specified in this Agreement, you accept responsibility for complying with copyright laws and obtaining the necessary permission to use any elements of provided text, graphics, photos, music and song lyrics, designs, trademarks, or other created work to be included in the final product.

Warranties & Contingencies. Editing is a process of offering advice and suggestions to you. While the Editor will make every effort to identify and bring questionable material to your attention, it is not possible to guarantee error-free content.

The Editor's responsibility is limited to notifying you of any suspected or unresolved issues within the edited work. You are responsible for accepting (or rejecting) the Editor's suggestions and resolving any issues identified by the Editor (e.g., suspected plagiarism).

Rejecting or disliking the Editor's suggestions is not a basis for refusing to pay fees outlined in this Agreement.

Late arrival of manuscripts or any written materials to the Editor will result in late delivery of feedback or copyedited manuscripts.

Indemnity and Liability. The Editor will comply with all applicable laws in the course of performing the services. You agree to indemnify the Editor and the Company from any and all claims or demands, including legal fees, that arise out of any alleged libel, copyright infringement, or other legal or contractual issues created by you in writing, revising, publishing, or otherwise using the work.

Failure to Perform: If the Editor cannot perform the duties outlined in this Agreement for reasons beyond your or Editor's control, the Company will make every effort to match you with another Editor to complete the project work. Should the Company be unable to fulfil the duties as set out by you and the original Editor, the Company will refund any amount paid by you for services not delivered (including any time paid for upfront). You will not have any further liability with respect to the Agreement.

The Company will not be liable for any amount in excess of the fees due under the Agreement. This limitation on liability also applies if information or materials are damaged or lost without fault on the part of the Editor.

Termination. The working relationship with the Editor and the Company can be revoked by either party at any time.

Questions and complaints. Any questions or concerns about the Manuscript Evaluation & Developmental Feedback service may be directed to the Editor or to the Company at contact@onelitplace.com. We will respond to you as quickly as possible and all such discussions are confidential.

By registering for any Manuscript Evaluation & Developmental Feedback service and using the Website and associated third-party websites, you agree to be bound by this TOS agreement.

Agreement Acknowledgement. The Participant and the Company each confirm that they have full power and authority to enter into this Agreement and acknowledge that the acceptance of these Terms and Conditions and Terms of Service is sufficient proof of accepting the terms of this Agreement.

Please email contact@onelitplace.com or call 647-812-6107 if you have any questions.

One Lit Place



Name: Jenna Kalinsky
Title: Founding Director