

CORRECTION CONTRACT

RIGHTS AND DUTIES

[Warning: it is not necessary to sign any contract to access the services provided herein; it is only a guiding code of conduct that both the client and the corrector implicitly commit to when agreeing to work together. However, for those who wish, it can be extended as a contract to be signed by both parties, which will always be binding even if such an extension does not take place.]

GENERAL CONSIDERATIONS

In this document, CLIENT will be understood as any person, either individual or legal entity (that is, an individual person or a company), who hires the services of the CORRECTOR, regardless of whether the document subject to correction is authored by them or if they act on behalf of the author.

The term SERVICE refers to any service that the CLIENT hires from the CORRECTOR (whether one of the correction modalities or just the text adjustment option), who will only adhere to what is agreed between both parties.

The correction services to be hired are two: only orthotypographic correction and orthotypographic plus style correction. The CLIENT has the freedom to choose the services they deem most appropriate. However, the CORRECTOR, in their correction summary, may suggest hiring additional services; if the CLIENT subsequently requires these recommended services for the same document, only the difference resulting from the relative rate will be charged.

It is also possible that once the work has begun, the CLIENT may wish to hire the style correction. In this case, a new budget would be drawn up and, probably, the deadline would be extended, at the CORRECTOR's discretion.

Text adjustment, which includes both tidying up and transferring a physical document to a digital one, can be hired independently of the correction services, with its own rate and without the need to previously select the aforementioned services.

By SENDING, it is understood the delivery of the document to be corrected by the CLIENT to the CORRECTOR. Each sending is understood as an individual job or service. Below, the possibility of sending modifications and additions to the original document submitted by the CLIENT is specified. Incomplete or writing-in-progress documents can be sent.

Submissions will generally be electronic documents, preferably editable (Word, Open Office, Libre Office, etc.). However, corrections on paper documents can also be made.

Regardless of the format with which the CLIENT sends the document to the CORRECTOR, and declaring that this will not influence the total price, the CORRECTOR will always work on a format defined as follows:

- A4 Sheet
- Font: Times New Roman or Arial
- Predominant style: normal

- Minimum font size: 12
- Double spacing
- Paragraph spacing: chosen by the CLIENT
- Margins: 2.5 cm (top and bottom) x 3 cm (left and right)

Only one submission per CLIENT is accepted. However, as long as they do not significantly exceed 15,000 words in total (maximum 16,000), the CLIENT may send several documents in one submission, which will be treated and delivered as a single correction. Otherwise, they will be billed as independent corrections.

DELIVERY: the act in which, once the payment has been made by the CLIENT, the CORRECTOR sends the completed work in the form and within the deadlines agreed upon by both parties.

As agreed, the CLIENT may be delivered a correction with the changes marked, either on the same corrected document, on a compared document, or both. The CORRECTOR may also apply the changes directly to the sent document if the CLIENT so wishes.

DEADLINE is the period agreed upon by the CLIENT and the CORRECTOR and that the latter commits to carrying out the work. The deadline is counted in working days. The base is five (5) working days for documents of 80,000-90,000 words (approximately 255 pages), which may vary depending on the number of errors to be corrected. This deadline must be agreed upon from the beginning by both parties; it starts once the initial deposit is reflected in the CORRECTOR's account and the document to be worked on is in their possession.

PRICES, RATES, AND INVOICES: The service is charged based on an estimate of €10 per thousand words in the document, with reasonable reductions from 15,000 words (equivalent to approximately 50 pages), trying to make an equivalence in hours of work invested.

All types of documents are accepted for correction, but for those with less than 1,000 words, the fixed price will be €10 (VAT not included) and no discount will apply, except for partial refunds for delays and oversights.

The CLIENT can request the CORRECTOR's rate table to calculate the value of the work, although it is advisable to ask the CORRECTOR for the final price.

The CLIENT has the right to request a free sample from the CORRECTOR. They can send an excerpt of the document they wish to correct, from five (5) to ten (10) pages, to evaluate the CORRECTOR's work.

Before making the submission, the CLIENT can inform the CORRECTOR of the total number of words in their document; the CORRECTOR will provide a preliminary price as a budget, which will include at least the VAT increase (21% on the taxable base) and the IRPF reduction (7% on the taxable base). The CORRECTOR will confirm the information provided by the CLIENT once they have the document and will inform them of the final price, which will be fixed and unchangeable unless the CLIENT sends variations of the document once the service has begun, which could also lead to an extension of the initial deadline. Likewise, as long as it is due to reasons attributable to the CORRECTOR and the deadline was determined from the beginning, delays over that deadline may result in proportional price reductions. However, the final price, while not increasing, may be subject to appropriate reductions for offers and guarantees reflected on this website.

Before performing the correction, the CLIENT must deposit a guarantee amount into the provided account, generally 50% of the final price. The agreed deadline will start once the deposit is confirmed, and the document is in the CORRECTOR's possession. It is requested not to pay the entire service upfront.

The completed work will be delivered to the CLIENT once they have paid the invoiced amount. However, a summary of the work done can be provided before payment, as well as previews and samples of the process during correction.

No installment payments are accepted. However, the CLIENT can send the document in fragments, which can never be less than 15,000 words, except if fewer remain to complete the entire document. Each fragment will constitute an individual correction and will be charged based on its word count. If opting for this modality, the CLIENT must declare the total number of words and pages of the entire document. This modality must be declared from the beginning. The CLIENT should consider the possibility that the correction of subsequent fragments may need to be postponed due to commitments acquired in the time between the correction of one fragment and the submission of another.

An invoice is always issued, which will include the VAT increase (21% on the taxable base) and the IRPF reduction (7% on the taxable base), containing the CORRECTOR's and CLIENT's details for tax purposes, adhering to the current data protection legislation.

Payment will always be via bank deposit or transfer, never in cash. Payments through Bizum or any other payment platform that the CORRECTOR may have are also accepted.

REFUNDS, REDUCTIONS, AND OFFERS: Both the CORRECTOR's work and the CLIENT's investment are protected by commitments.

The CLIENT has the right to withdraw their documents before the correction work is completed without any explanation or penalty EXCEPT that they cannot claim a refund of the already paid deposit.

The CLIENT has the right to request their subscription to any offer and guarantee published here from which they consider they can benefit.

For their part, the CORRECTOR may renounce already started or committed work without the need to explain. In that case, they will REFUND the paid deposit and any other related income for the work they have done.

The CORRECTOR commits to applying the final price deductions for offers and guarantees published here that they deem appropriate.

CORRECTOR'S OBLIGATIONS AND COMMITMENTS

The CORRECTOR commits to:

1. Be honest about the service price.
2. Deliver the work within the indicated deadline if expressly defined; in case of delay attributable to the CORRECTOR, and only if the deadline was defined from the beginning, a proportional discount may be made.

3. Respect both the author's style and the document's integrity, avoiding significant changes (excluding spelling mistakes and typographical errors that fall outside subjective evaluation) and limiting to suggestions.
4. Not publicly disclose the content of the work, value judgments about it, or any other information the CLIENT considers sensitive and/or confidential. In no case will the number of spelling mistakes or typographical corrections or style suggestions regarding the original document be made public.
5. Never use the content of the work for personal gain or claim any economic, moral, or intellectual rights derived from it, except for mentioning the corrected work in their professional resume and public mention in their networks for professional advertising, unless the CLIENT and/or the author expressly oppose it.
6. Respect the intellectual property of the work or document: will not publicly reproduce, in whole or in part, its content, and commits not to plagiarize in any way or provide it to third parties.
7. Make a single correction per submission; if the CORRECTOR deems more revisions necessary in the same submission, there will be no additional cost to the CLIENT.
8. Judge the work solely and exclusively from literary or technical criteria, depending on its nature and purpose.

CLIENT'S OBLIGATIONS AND COMMITMENTS

The CLIENT commits to:

1. Honesty regarding the total number of words in the document.
 2. Make payments promptly, deducting from the final price the amount left as a deposit.
 3. Pay the deposit, as established in the General Considerations.
 4. Understand that style suggestions can be orientative, based on a personal but professional aesthetic criterion. It will always be their choice to apply such suggestions or not.
 5. Understand that the CORRECTOR's responsibility extends only to the contracted service and that any correction modality contracted with the CORRECTOR in no case guarantees the publication of the work by any publisher; the CORRECTOR declares not to perform any work or maintain any professional relationship with publishers that involve manuscript acquisition, nor offer management services.
 6. Keep a copy of the original for security and final product review.
 7. Try to send a final copy of the document to be corrected, avoiding sending more variations; if they do, the possibility can be considered, at the CORRECTOR's discretion, to accept or not for review and, if accepted, proportionally extend the agreed deadline if deemed appropriate, as well as vary the price if the variations involve another tariff range. The author's decision to delete certain parts of the document will not result in a reduction in the fee.
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CORRECTOR'S RIGHTS

1. Be respected in their work criteria.
2. Recognition of their work.
3. Be respected in their space and not be unnecessarily interrupted by the CLIENT within the deadline; however, the CORRECTOR and CLIENT can maintain a fluid communication about suggestions and process progress if necessary or appropriate, without interrupting or obstructing the work process.
4. Independence and autonomy: have their own incorruptible criteria, not allowing the influence of third-party opinions or accepting incentives to issue a specific judgment on the work or document.
5. Keep a copy of the delivered and corrected copy for a time for warranty and consultation purposes, abstaining from publicizing, plagiarizing, or profiting from its content, directly or indirectly, themselves or third parties.
6. Get paid for the work done, in full and promptly.
7. Not be questioned in their criteria based on subjective considerations.
8. Mention the corrected work in their professional resume and public networks along with other works, unless the CLIENT or third parties express their opposition or it is legally impossible or inconvenient.
9. Reserve the right to accept or not assignments, especially in cases of heavy workload; other reasons for non-acceptance include: explicit and clear incitement to hatred; libels, defamations, and any intent to slander real persons; fraudulent or criminal purposes; incitement to behaviors dangerous to one's or others' physical or moral integrity; lack of truthfulness or falsification in investigations, and plagiarism.
10. Not be obliged to accept new work while engaged in a correction, no matter the amount or incentives offered; in any case, they can always offer an estimated time to take on the submission and place it in the work queue.
11. Not offer more service than hired; also, they are free from the obligation to respond to the quality of a document.
12. Be free from any criminal, administrative, or moral responsibility derived from the publication of the corrected text and its use by the CLIENT or third parties.
13. Not be involved in potential disputes of the CLIENT with third parties, such as other authors, publishers, or others.
14. Not act as an intermediary between the CLIENT and potential contracting publishers of their manuscript.
15. Not commit to doing any free advertising on behalf of the CLIENT, whether they are the author of the document, their representative, or a publisher, without prejudice to public dissemination for the CORRECTOR's advertising purposes, unless opposed, and mentioning the work in their professional resume.

16. Independence from the nature, quality, and meaning of the corrected document, as well as from the CLIENT, without having any other relationship than the professional one.

CLIENT'S RIGHTS

1. Be satisfied with the work.
2. Receive quality work within the agreed deadline.
3. Claim possible errors or incidents, with partial refunds being considered, as long as they are not based on subjective criteria and the error or errors are verifiable.
4. Maintain fluid and periodic communication with the CORRECTOR if both consider it necessary, as long as it does not constitute interruption or obstruction of the service, or even delay the deadlines, in which case it will be understood as not attributable to the CORRECTOR.
5. Choose the correction modality that, in their judgment, best suits them.
6. Freedom to apply or not the suggestions given by the CORRECTOR regarding style.
7. Integrity and respect for their work.
8. Necessary deference.
9. Be informed about the progress of the work, as long as it does not involve interruptions, obstacles, and/or delays in deadlines, in which case it will be understood as not attributable to the CORRECTOR.
10. Withdraw the work for any reason, provided that the corrections made up to that point are paid for.
11. To anonymity and confidentiality during the correction process: the PROOFREADER will not publicly reveal either the identity of the CLIENT or the nature and/or content of their document; their personal data is protected according to Organic Law 3/2018, of December 5, on Data Protection, and they are informed that its exclusive use is for the sole knowledge of the PROOFREADER, for billing and tax purposes, and that this data will not be disclosed to third parties under any circumstances.
12. To impartiality with other CLIENTS, regardless of their nature and the estimated value of the work.
13. To preferential treatment if they are the first to hire any of the services.
14. To consult with the PROOFREADER any questions that arise during the service or about the final correction, as well as suggestions.

15. To a reply in case of style correction if they deem it appropriate, without necessarily constituting a reason for discounts or refunds.