

STANDARD COPY WRITING AGREEMENT

This Agreement is made this _____ between _____ and Omega Publications.

SCOPE OF WORK

The project includes the following _____.

FEE

The fee is \$ _____. This fee is based on us conducting business by mail, phone, and e-mail, and does not always include a face-to-face meeting. Personal meetings, when possible, are billed at \$50 per hour.

We require a 50% deposit up front, 50% upon receipt of finished copy. We accept credit cards via phone or e-mail. We also accept checks, made payable to Omega Publications.

Projects begin when we receive your deposit and a copy of this agreement with your signature of approval. Upon receipt of payment, we will send you a PDF invoice showing the deposit is paid. We will invoice you the balance due upon completion of the project.

REVISIONS

Up to two revisions are included at no extra charge unless they are based on a change in the assignment made after the copy is submitted.

All revisions must be assigned within 30 days of receipt of the first draft of copy. After that, additional rewrites may be made at a fee to be negotiated separately from this agreement.

DEADLINE

We will work within your deadline and are available for phone consultation from 8am to 6pm PST.

CAVEATS

If you cancel or put the project on hold once we begin work, a kill fee will be applied.

Our basic scope of work is copywriting, defined as creating text for promotional material derived from information provided by the client. This fee includes the basic research needed to produce your copy unless otherwise noted in this agreement.

If large amounts of research are needed to write you copy we will bid that service as an extra charge separate from this agreement.

The quoted fee is for copy only. It does not cover design and production unless these services are included in the project description listed above. Additional services may be added at your discretion and will be bid separately.

Before publication, we suggest you send us the final draft for review to make certain all revisions work effectively.

While every effort is made to ensure your copy complies with the law, it is your responsibility to submit all copy for legal review where necessary. Client is responsible for final proofreading of all copy.

RESULTS

Results of your marketing campaign depend on a variety of factors that we cannot control, including the economy. We guarantee your satisfaction with our work, but we cannot promise or guarantee specific results.

_____ agrees to enter into this contract for the above specified copywriting project,
date of commencement of work _____

Omega Publications

Client _____

Jeffery E. Farmer- Owner

Date

Signature

Title

Date