

Claudie Arseneault

Editor & Sensitivity Reader

TERMS OF SERVICES – SENSITIVITY READING

This is an agreement between Claudio Arseneault (the “Reader”) and _____ (the “Author”) regarding sensitivity reading services provided for manuscript of “_____” (the Work).

1. GENERAL TERMS AND CONDITIONS

- A. A sensitivity reader reads through a manuscript looking for issues of representation and bias on the page. A sensitivity reading is not a professional editing service, and their goal is not to provide feedback regarding the craft elements of the manuscript, such as pacing, characters, plot, grammar, etc.
- B. The Reader will read every word of the Work at least once and provide a **1-3 pages** report (minimum one (1)) with feedback regarding the issues of representation. The report will contain quotations as examples as well as suggestions to fix the issues, when applicable.
- C. The Reader will provide feedback within **30 days** of receiving payment for this service.
- D. The Reader will be available for further exchanges with regards to their feedback through e-mail exchange at no extra fees. The Reader reserves the right to put an end to these exchanges at their own discretion.
- E. The Reader agrees not to disclose any information contained within the Work to any third party, in private or public, until that information is available publicly. The Reader retains the right to discuss or criticize the finished manuscript. In the case where the Reader wishes to discuss a specific element of the text with a third party, they will obtain explicit permission first.
- F. A sensitivity reading is not an endorsement.

2. PAYMENT TERMS AND CONDITIONS

- A. Total fees for the sensitivity reading of the Work are of \$XXX (in USD). Full payment is expected prior to the rendering of services (OR A first payment of \$XXX is expected prior to the rendering of services. **The remaining \$XXX is expected _____**)
- B. Payment will be accepted in full via Paypal.

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- C.** Payments are non-refundable unless the conditions described in Cancellation Terms and Conditions are met.
- 3. CANCELLATION TERMS AND CONDITIONS**
- A.** The Reader reserves the right to stop their reading of the Work at any given moment, provided they issue an immediate warning to the Author as well as justification.
 - i. Should the Reader stop, the Author will receive a report on the content read until that point.
 - ii. Should the Reader stop, the Author will receive a refund equal to a prorata of the words read.
 - iii. Should the Reader fail to complete the read or notify the Author that they are stopping within 60 days of receiving the initial payment, the Author will be refunded in full.
 - B.** The Author may, at any point during the reading, cancel their demand for sensitivity services. Unless an separate agreement is reached, payment remains non-refundable.

Claudie Arseneault, Reader

_____, Author

On the ____ of _____, 20____.