**T.E. Main-Ruhle LLC - Editing Services**

**Terms and Conditions**

**1. Service Description**

We provide professional editing services, including developmental editing, copyediting, and comprehensive, start-to-finish manuscript editing. Each editing service includes a free consultation, and virtual meetings prior, during, and/or after services are complete. All editing services are completed through Microsoft Word Track Changes unless another medium is preferred by the client and subsequently approved by **T.E. Main-Ruhle LLC**. The Chicago Manual of Style shall serve as a point of reference for all feedback of a technical nature including but not limited to grammar, syntax, spelling, capitalization, and punctuation.

**2. Payment Terms**

Payment is to be funded prior to the completion of services either in full or broken down into a mutually agreed upon payment plan. This may or may not include a non-refundable deposit of 20% of the total to secure the booking, with the remaining balance due at the agreed upon deadline(s).

**3. Cancellation Policy**

* Clients may cancel their services by providing notice at least a day in advance, prior to the start of the editing services.
* Cancellations made after the initialization of editing services will be subject to the relevant terms listed in the project contract.

**4. Liability Agreement**

* **T.E. Main-Ruhle** is not liable for any injuries, losses, or damages arising from the use of our services.
* In the event of unforeseen circumstances, **T.E. Main-Ruhle** reserves the right to reschedule services or provide a full refund.

**5. Governing Law**

These terms and conditions are governed by the laws of the State of Michigan. Any disputes arising under these terms shall be resolved in the appropriate courts of Michigan.

**6. Amendments**

**T.E. Main-Ruhle** reserves the right to modify these terms and conditions at any time. Clients will be notified of any significant changes via email or through direct communication.

**7. Agreement of Terms and Conditions**

By continuing to book services after reviewing this agreement, you acknowledge, understand, and agree to abide by these terms and conditions.