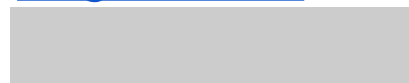


SARAH ENDRES TECHNICAL EDITING AGREEMENT

This document shall serve as both an estimate and as a contract for my services to technically edit your pattern.

Pattern name: _____
Pattern author: _____
Author email: _____
Author address: _____

Tech editor: Sarah Endres
sarah@sarahendres.com



My technical edit will correct and provide guidance on:

- Proofreading (spelling, grammar)
- Language style and usage (per your style)
- Abbreviations
- Numbers/pattern math (stitch counts, shaping)
- Stitch pattern(s)
- Measurements and conversions
- Schematic (pattern matches schematic, and grading works at each size)
- Charts with key
- Written instructions
- Yardage
- Opportunities to improve clarity

What I need from you (sent via email):

- Your pattern, by the date agreed upon below, in as final a state as possible
- Photos of your sample laid flat, if not included in the pattern
- Your style guide, if applicable
- A copy of or link to the size chart you used for grading
- If you would like my assistance in calculating yardage, please indicate which size your sample is and how many grams were used (of each color or yarn weight, if applicable)

Are there any aspects of your pattern that you would like me to give particular attention to?

Please note them here:

My editing will not be a major rewrite or restructuring of the pattern. You own the proprietary rights to the pattern submitted to me, the edited pattern, and the final published document.

Schedule and process: Once I receive your pattern along with all information requested above, I will return my comments and edits to you within 5-7 business days, detailed below. Please revise the pattern and send it back to me for review. Once received, I will either approve or send additional edits back to you within 1-3 business days. If any changes are made during pattern testing, I will review all changes.

Date editor will receive pattern: _____

Date editor will send pattern back to designer: _____

Date pattern will be resolved by: _____

Approximate date pattern will be sent back to editor after testing (if applicable): _____

Payment for services: My estimated fee for tech editing your pattern is USD \$xxx: xx hours at USD \$35/hour. This cost is an estimate and does not reflect the final cost.

The estimated fee includes:

- One tech editing pass
- One to two reviews of revisions
- One final review after testing

In the event that additional editing time is needed, I will contact you via email to discuss the added charges.

An invoice will be submitted after you have approved the edited pattern. Payment can be made via ACH or credit card, and is due within 30 days. If you cancel editing before completion, we agree that I will be paid in full for all the time that I worked on your pattern up to the time of cancellation at a rate of USD \$35 per hour.

Please let me know if your testing process will take more than one month. In that case, I will send two invoices - the first following revisions before your testing process begins, and the second following the final review after testing.

Office Hours: Monday through Friday, between 9am to 5pm Mountain Standard Time. Email is the best way to reach me, and you are welcome to contact me via email during off-hours, but I do not answer emails in the evenings or on the weekends.

Mistake policy/guarantee: As a recovering perfectionist, my ability to notice details makes me great at tech editing, but as a human, I cannot guarantee perfection. In the event that errors are discovered in your pattern after our final review process, please contact me immediately so I can work with you to correct them. All my work is 100% guaranteed, and I will do my best to make sure you are completely satisfied.

Editor status: You are engaging me as an independent contractor. Nothing in this agreement will be understood to create a partnership, joint or co-venture, agency, or employment relationship between us.

Confidentiality/privacy: I agree to protect the document(s) you submit to me, and any documents arising from this business engagement, from public sharing of any kind, including emailing the document(s) to any party other than you, unless you otherwise direct me in writing. I also agree to refrain from commenting publicly about the content of the work until it has been published.

Marketing/social media: I highlight published patterns that I've edited in my monthly newsletter to subscribers and keep a Ravelry bundle of patterns I've edited to showcase my work. I'm not generally active on social media, but you may tag me on Instagram @slip.knit.edit and I can reshare your work to my stories to boost your pattern release.

Please let me know by email if you would prefer that I NOT highlight your pattern in any of the above ways.

If you agree with the above terms, please indicate below and type your name. By your agreed confirmation, the above terms shall then constitute the contract between us regarding the services to be provided by me. The terms of this agreement and any attached appendices shall be interpreted according to the laws of the United States of America and the state of Colorado.

I agree to the above terms.

Full name: _____

Date: _____

Thank you for your attention to the above.

Sarah Endres

sarah@sarahendres.com