

AuthorScope™ Terms of Service

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Thank you for using author services from AuthorScope™ and AuthorScope.org. These Terms of Service (the “Agreement”) is a binding contract between you and Calumet Editions LLC d/b/a AuthorScope (“AuthorScope”). By accessing AuthorScope or making any purchase from the Company, you agree to be bound by this Agreement in full. By accessing AuthorScope or purchasing any of the AuthorScope Services, you indicate your acceptance of this Agreement and its terms and conditions.

Additional terms and conditions may apply to specific service offering and other areas of the website or to particular negotiations or content posted on the site in conjunction with the actual Terms of Service Agreement. All services requested from AuthorScope.org are covered by the Terms of Service Agreement whether they are paid at the time of request or later, and whether they are paid electronically on AuthorScope.org or in any other way such as by mail order, etc.

AuthorScope holds the right to make changes to the Agreement at any time. Customers who use the AuthorScope website and services agree to follow any change or modification and are bound to the modified Terms of Service Agreement. The current revision date of the Terms of Service is listed above.

WEBSITE USE

AuthorScope provides certain author services, including coaching and manuscript editing services (collectively, the “Services”). The Services may be requested or purchased online through AuthorScope or by any other form of payment accepted by AuthorScope. By purchasing any of the Services you agree to pay the indicated purchase price listed on the website or provided later by Invoice and further agree that one or more of

these provisions are true: (a) you have the authority to make such a purchase, (b) you have the authority to request AuthorScope to make changes to the content in any documents linked to the purchase, (c) you will not use the Services for any fraudulent or illegal purpose whatsoever.

You acknowledge and agree that all sales are final and that refunds will only be offered in accordance with the terms of this Agreement and the Refund Policy posted on AuthorScope. Other refunds will only be granted in the sole discretion of the Company.

COPYRIGHT

All content, including text, images, sound, video, and code (collectively, the “Intellectual Property”) found throughout AuthorScope is the intellectual property of the Company and is protected by applicable U.S. and foreign copyright, trademark, and patent laws. These belong expressly to AuthorScope or other copyright owners who have given express authorization to use their information on the AuthorScope website.

AUTHOR COACHING

If the Service ordered includes author coaching, the coaching may be provided in-person, or by phone, Skype or web conference as determined by you and your coach. If the purchased coaching sessions are to be completed within a time limit as specified on the website, then sessions not completed within that timeframe are canceled and no refund will be made to you. From time to time your coach may refer you to another AuthorScope coach for one or more sessions if the other coach has expertise in a coaching topic you wish to explore. You have the right to refuse the referral. If at any time you desire the services of a different coach you may request a referral or transfer. You may agree up-front with your coach on a coaching agenda and personal objectives, but at any time you can ask to divert your coaching session to a different agenda with different objectives.

EDITORIAL SERVICES

If the Service ordered includes editorial services, you agree to provide AuthorScope with a Microsoft Word 2010 or later version of the document

to be edited (either .doc or .docx format). AuthorScope editors always use the latest version of Microsoft Word in the editing process. The editing you purchased will be edited electronically in Microsoft Word using its built-in Review tools for redlining suggested changes and inserting comments for instruction or discussion. Purchasing any of the editing services a la carte entitles you to one editor read-through of the manuscript and a single but thorough edit. After receiving your edited manuscript from the editor, you may be entitled to a phone or Skype conversation so you can ask questions and the editor can provide deeper insights into the suggested revisions. You may ask your editor for additional consultation time for an additional charge, which will be Invoiced separated. The four levels of editing which you may order are: developmental editing; line editing; copyediting of a Word document; copyediting of a PDF galley. If copyediting of a PDF galley is ordered, suggested revisions will be marked in the document using native PDF annotation tools. It is your responsibility to have a PDF reader capable of displaying the editing marks placed in the document by the editor.

Editing is intrinsically a subjective process of offering advice and suggestions to the Author and Client. While the Editor will make every effort to bring questionable material to the attention of the Client, the Client agrees to indemnify and save harmless the Editor from any and all claims or demands, including legal fees, arising out of any alleged libel or copyright infringement committed by the Author or Client in creating the work. AuthorScope makes no representations or warranties that AuthorScope editors can or will attempt to have the manuscript published or aid in publishing the manuscript and will make no definitive endorsement of the manuscript's marketability, only its craftsmanship. The decision to accept or reject each of the editor's suggestions is solely the Client's. The Chicago Manual of Style (CMOS) will serve as the default style book. The editor shall use his or her best efforts to conform the manuscript to the CMOS standards but AuthorScope makes no guarantee that every instance within the manuscript conforms to the CMOS or that every grammatical or typographical error is identified.

LIMITATION OF LIABILITY

Under no circumstance shall the Company be responsible for any damages, liabilities, or losses, whether sounding in contract, tort, or otherwise, arising out of your use of AuthorScope.org or the Services. You understand and acknowledge that your use of the Services is at your own risk.

INDEMNIFICATION

You agree to indemnify, defend and hold harmless AuthorScope from any claim arising out of, relating to, or connected with your use of AuthorScope.com or the Services. You must also indemnify, defend, and hold the Company harmless based on any claim alleging facts that, if true, would constitute a breach of this Agreement.

CONDUCT

You agree to solely use the website for lawful purposes, and not to compromise the security of the website, render it inaccessible to others or cause damage to the content, service or website. As a user you agree to refrain from any action that may add, subtract or modify the content of the site. You agree to refrain from accessing content without permission and will not use the website in any way other than the way it is intended.

CONFIDENTIAL INFORMATION

The company shall keep confidential any information you submit to the Company as it relates to the processing of any order for Services. Any other material or information sent to the website or to another party through the assistance of the website will be considered non-confidential.

CORRECTION OF INACCURACIES

AuthorScope reserves the right to correct any errors or inaccuracies in the content on the website, or to change and update the content at any time without giving prior notice. However, AuthorScope does not guarantee that errors, inaccuracies or omissions will be corrected immediately.

PROVISIONS

This Terms of Service Agreement with AuthorScope constitutes the entire agreement between all parties with respect to the subject matter hereof.

TERMINATION OF SERVICE

The term of this Agreement will begin upon AuthorScope's acceptance of your job order and will end when terminated by either party. If AuthorScope determines, in its sole discretion, that you are abusing the system, the company (without limiting any other rights or remedies available to it) withdraw your participation and withhold any amount to you.

OFFLINE PAYMENTS

You are able to pay for our services with cash (USD) or by mail order wire service. Your Service will not start until your payment clears.