

ALWAYS WRITING 4 U

UNDERSTANDING OF SERVICES AGREEMENT

1. Each Always Writing 4 U service comes with **two edits**.
2. "Edits" are defined as: a list of alterations that the client requests to be made to the performance piece.
3. "Edits" DO NOT include entire new pieces. Specifically: If the information given to Always Writing 4 U to create the piece and the piece provided to the client IS to the specifications of what the writer was given by the client, but the purchaser does not like the story and requests a "new" story be written from scratch, this is not considered an "edit." This is considered a new order and will need to be purchased at the new order price. A new piece will not be created under the original contract. "Edits" are adjustments to the piece that has been written with the specifications of the client. If the client doesn't give any specifications the liability is on the client to accept what the writer presents to them and make edits from that story.
4. "Edits" may NOT require more than 40% of the piece to be adjusted, edited, rewritten, taken in a different direction, etc.
5. Communication is critical to this process. If a client does not communicate with the writer in a timely manner, within 14 days of being contacted, Always Writing 4 U has the power to publish the piece as is, send the client their hard copy and the process will be complete.
6. If there is a back log of orders Always Writing 4 U will inform you of this so that you may decide to or not to proceed with the purchase.
7. Clients do NOT have the authority to write any portion of the pieces. Clients may write ideas, concepts or thoughts as a part of the edits but clients are not allowed to write the piece under any circumstances.
8. Students who are the contact person on an Always Writing 4 U service will only be communicated with through e-mail communication. *Coaches ONLY may call Always Writing 4 U directly.
9. Each Always Writing 4 U purchase comes with two edit sessions before publication. If more sessions are needed they may be purchased for \$25 each.
10. Always Writing 4 U will mail you a hard copy of your finished, published piece. If you do not receive your piece within 14 days of receiving your final edits please contact Always Writing 4 U at kristy@alwayswriting4u.com
11. All pieces are available on www.alwayswriting4u.com
12. All pieces are available for search and ISBN information at www.bookwire.com
13. Always Writing 4 U has full and complete ownership of all pieces written and published within its publishing entity.
14. It is the responsibility of the client to communicate performance expectations to their Coach. It is NOT the responsibility of Always Writing 4 U to contact coaches for permission or consideration of performance concept choices. *Students need to communicate with their coaches ASAP for idea approval.

15. Clients do not have the authority to assign titles. Titles of selections written by Always Writing 4 U will be decided by Always Writing 4 U.
16. The client understands that pieces will be written for performance and may be longer than the maximum time limits. It is the responsibility of the client to cut their piece to time.
17. Always Writing 4 U does not write introductions for pieces as a part of the Always Writing 4 U experience.
18. Skype work sessions will ONLY be done in the presence of the Coach, parent or another authorized adult. Skype sessions will be terminated if there is not a parent, guardian or coach present. *This is a separate offering and an additional fee.
19. Services will not begin until payment has been received OR proof that payment has been submitted to payment system.
20. Refunds: Always Writing 4 U will do the work that has been required to fulfill the contract: the clients story will be followed, two edit sessions will be conducted, final published pieces will be sent. If the customer is dissatisfied with the work done after all steps have occurred, there will be no refund granted **as the work has been completed.**
21. Services will not begin until the client has read, signed and returned this contract. Contracts may be e-mailed as an attachment, or mailed through the USPS.
22. Always Writing 4 U reserves the right to refuse service to anyone at any point during the writing process. If the working relationship ends before the final product is finished Always Writing 4 U will assess the amount of work that has been done, subtract the amount that has been paid and refund the remainder of the balance that remains. All invoices will be detailed.
23. If there is conflict between the client and Always Writing 4 U the business reserves the right to deny the business services to any person or school.
24. Once pieces are published they are “readily available” on the website for open purchase. *Please note there is NO incubation period where the piece does not live on the website for others to see and purchase. We can not guarantee that someone else won’t purchase the piece that you have created at any point in time.
25. Always Writing 4 U reserves the right to refuse service if they do not believe, agree or feel as if the story requested is one that they have the ability to tell or find issues with it that force them to believe they may not be able to tell the story successfully, or to the standards of this business.
26. **If student/ parent is purchasing piece both parent and student need to sign the contract. If Always Writing 4 U will have contact with the coach only, the coach is the only person that needs to sign the contract.**

By signing this contract I, the client, understand that I am accepting all of the terms of this agreement.

Parent Signature:

Date:

Student Signature:

Date:

Coaches Signature:

Date:

Always Writing 4 U

Kristy Thomas: Owner

Date: 1-1-17

E- Signature of Owner: *Kristy Thomas*