

Terms & Conditions (April 2025)

C. Clarke Services

1. Services Provided

C. Clarke Services ("Provider") offers professional services in the areas of:

- Digital marketing
 - \$40/hr
 - SEO audits
 - Keyword research
 - Content optimization
 - \$80/hr
 - Title tag & meta description optimization
 - URL optimization
 - Image optimization
 - Internal linking
 - \$120/hr
 - Website speed optimization
 - Mobile-friendliness
 - Sitemap optimization
 - Website structure optimization
- Video pre-production
 - Treatments
 - Shotlists
 - Script breakdowns
 - \$50/hr - music videos, short films up to 19 pages per project
 - \$100/hr - tv and film scripts 20-79 pages per project
 - \$150/hr - feature scripts 80+ pages per project
- Developmental editing
 - Story structure & organization
 - Content & clarity
 - Pacing & engagement
 - Revision & feedback
 - \$60/hr - up to 19 pages per project
 - \$110/hr - 20-79 pages per project
 - \$160/hr - 80+ pages per project
- Proofreading & copyediting
 - Spelling
 - Grammar
 - Punctuation
 - Formatting
 - Typos
 - Clarity
 - Coherence
 - Consistency
 - Correctness
 - Conciseness
 - \$30/hr - up to 49 pages per project
 - \$45/hr - 50-99 pages per project
 - \$60/hr - 100+ pages per project

For pricing purposes, any partial page will be counted as a full page. This applies to all written, edited, or formatted deliverables where page-based pricing is used.

By engaging with C. Clarke Services, the client ("Client") agrees to the following terms and conditions.

2. Scope of Work & Deliverables

- The specific scope of work and deliverables will be outlined in the project agreement or proposal.
- The project will be considered completed once all agreed deliverables have been provided and final payment has been received.

3. Turnaround Time & Deadlines

- Estimated timelines for projects will be provided in the agreement.
- Deadlines are contingent upon the Client's timely cooperation, including providing necessary materials, approvals, and feedback.
- Any delays caused by the Client may result in adjusted delivery dates, and C. Clarke Services will not be held liable for missed deadlines in such cases.

4. Payment Terms

- A 50% upfront payment is required before the commencement of any project.
- The remaining 50% balance is due upon completion of the project and prior to final delivery of services or materials.
- All invoices are based on a Schedule of Values, which is derived from the Scope of Work, which in turn is based on the Client's original request.
- Payment is structured hour by hour, week by week, and month by month, depending on the nature and duration of the project
- Payments must be made via the agreed-upon method (e.g., Merchant Services, PayPal, etc.).
- Late Payment Fees: Payments not received within 7 days of the due date will incur a 5% late fee of the remaining balance per week until paid in full.
- Failure to complete payment may result in withheld services or legal action for recovery.

5. Overtime & Additional Fees

- Overtime: Any work exceeding standard agreed-upon hours will be billed at time and a half (1.5x the standard rate).
- Double Time: Work conducted during holidays, Fridays, Saturdays, Sundays, or exceptionally extended hours (as agreed upon) will be billed at double the standard rate (2x).
- On-Site Service: Any required in-person attendance will incur an on-site service fee, calculated based on the project's scope and duration.
- Travel Time: If travel is required, additional fees will be applied based on mileage, travel time, and accommodation needs (if applicable).

5. Rules of Credit

- C. Clarke Services retains the right to credit work completed where applicable.
- For any content created or edited by C. Clarke Services, the Provider must be credited in an appropriate manner (e.g., "Edited by C. Clarke Services" or "Marketing by C. Clarke Services").

- In cases where ghostwriting or non-attributed services are required, specific written agreements must be established beforehand.
- C. Clarke Services retains the right to use completed work for portfolio and marketing purposes unless otherwise agreed in writing.

6. Client Responsibilities

- The Client is responsible for providing accurate and timely information, materials, and approvals to ensure smooth project execution.
- Failure to provide necessary materials or feedback in a timely manner may result in project delays or additional costs.
- The Client is responsible for reviewing deliverables and requesting revisions within the agreed timeframe.

7. Revisions & Changes

- The Client is entitled to one (1) round of revisions after the initial submission of work. The revision request must be submitted within twenty-four (24) hours of delivery. Any additional revisions or requests made beyond this timeframe may be subject to additional fees.

8. Cancellation & Refunds

- If the Client cancels the project before work begins, they are eligible for a full refund.
- If the project is canceled after work has commenced, the initial 50% deposit is non-refundable.
- In the event that C. Clarke Services is unable to fulfill the contract, a refund will be issued in proportion to the work completed.

9. Confidentiality

- Both parties agree to maintain confidentiality regarding any proprietary or sensitive information shared during the project.
- C. Clarke Services will not disclose Client information or project details without consent unless legally required.

10. Liability

- C. Clarke Services provides services to the best of its ability but is not liable for any indirect damages, including but not limited to loss of profits, business opportunities, or reputational harm resulting from the use of provided services.
- The Client assumes full responsibility for final content usage.

11. Force Majeure

- Neither party shall be liable for any failure or delay in performance due to causes beyond their reasonable control, including but not limited to natural disasters, power outages, government actions, labor strikes, or unforeseen technical issues.
- If a force majeure event occurs, both parties will work in good faith to reschedule or modify the service agreement accordingly.

12. Governing Law

- These Terms & Conditions are governed by the laws of the state in which C. Clarke Services operates.
- Any disputes will be resolved through negotiation, and if unresolved, through legal arbitration.

13. Agreement

By engaging with C. Clarke Services, the Client agrees to abide by these Terms & Conditions.

Contact Information

For any inquiries or clarifications regarding these Terms & Conditions, please contact C. Clarke Services at CClarkeServices.com.