

Please read:

Before I can start your project, I will need a 50% deposit for small projects or a full payment upfront for all larger projects. Upfront payment reserves a space in my schedule. Please do not try to haggle on this. My schedule is very busy and I need to be sure people who are serious about their projects get my time.

All projects come with a 10% management fee built-in. This covers phone calls, Skyping, travel, emailing, editing, research and other tasks that are needed to complete the project. This fee may be waived for smaller projects.

If you have certain keywords, phrases, links or references you would like me to use in your article, blog post, email marketing, etc., please tell me before I start your project.

Please be aware of my office hours. I am available 9 a.m. to 6 p.m. Monday through Friday.

Email me to discuss your project during any time.

Please know what you want and inform me before I start work on your project. If you aren't sure what you want, please inform me and I will help you come up with a plan that works for you and your business. I will not change course in the middle of the project, though, without a revision of our agreement.

I have many clients, but I will make time for you. If you need help or have concerns, feel free to contact me during my office hours. I will respond within 24 hours. Often, I respond within minutes, but sometimes that isn't possible.

As per copyright laws, you do not own copyright to any photos, illustrations, articles, etc. that I create unless I transfer my copyright to you in writing through a contract.

These fees and policies are an important part of my working relationship with my clients. Please only contact me if you agree to these rates and policies.

Thank you!