

*Fee Schedule*

This fee schedule also functions as my terms and conditions. Below is an outline of my services and fees for Critical Writing and Proofreading of artist-written texts. If you have any questions not addressed here, please email me at Jane@janeboyer.com.

**Critical Writing:** I offer art writing services to artists who wish to have their practice placed into contemporary context. This can be in the form of exhibition or catalogue texts, either online or in print, texts for a portfolio website, or possibly even articles for publication. However, magazine articles or book chapters would likely involve discussions with a commissioning editor for publication, so this should be addressed on a case-by-case basis.

**Proofreading:** I offer proofreading services on texts written by others. This generally would be texts written by artists themselves. Beyond correcting errors, having your text proofread can boost your confidence and help you to find your voice.

## 1. Fees

**Catalogue essay or other publishable [print or online] text:** £250/250€//\$250 per 1000 words (or pro rata at 0.25 per word for fewer or more than 1000 words). 4 hours of primary research time is included in this price. If the assignment requires more primary research, an additional fee of £35/35€//\$35 per hour will be charged. If during the course of research, an unexpected issue arises which needs attention this will be discussed with the client and the additional fee rate will be charged.

**Proofreading:** 0.015 per word. This works out to £15/15€//\$15 per 1000 words. An estimate based on total word count over 1000 words will be provided. Proofreading involves correcting typographical, punctuation, and phrasing errors. If a project tips over into editorial corrections, which deal with the structure of a text, organisation of narrative themes and context, image placements, and overall design presentation of a text, then an editorial rate of £50/50€//\$50 per hour will be calculated and applied.

**Drafting:** Documents will pass through two to three draft-checks with the client. The first will be for major revisions if needed, the second to refine those revisions and the third to make final minimal word adjustments. If after this process, the client requests a re-write, a £150/150€//\$150 fee will be charged for each text re-write.

## 2. Content

Everyone has a different idea of what they want from a writer. Therefore, a short summary of content on which the commissioned text will be based, which both the client and the writer are satisfied with, will be agreed before writing begins. The text will be written according to the agreed summary. If the client wishes to change this brief after returning the signed agreement via post or email, an additional £150/150€//\$150 fee will be applied to the cost of the text.

## 3. Copyright

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With all catalogue essays and art texts, by law copyright remains with the author. The fee paid by the client is for the specific purpose agreed between the author and the client, and will be specified on the contract, for example, if it is agreed that the essay is intended for print publication in a specific book, then it may not be published online, in another book or in a magazine without the author's written consent. This will incur a republication fee of 40% of the initial fee (e.g., 250€ for 1000 exhibition text republished as a book chapter would incur a republishing fee of 100€). The author understands the need for quick response in situations of republication and reasonable consent will not be withheld, as long as the republication fee is agreed and paid to the author.

Of course, after the original payment for the text, permission is NOT required for the client to publish the text on their personal portfolio website. Copyright is not claimed in the case of proofreading. If a text I have supplied you is used or quoted for other purposes beyond the initial brief, please afford me the courtesy of crediting my effort in writing your text. If in doubt, always err on the side of caution and give credit if I have supplied you with text.

#### **4. Billing**

Billing will be split into three payments to correspond to three stages in the writing process.

***Job Agreement:*** A 25% deposit will be required with a signed Job Agreement. This agreement outlines the approach I propose for the text. With your signature on the Job Agreement and paid deposit, you have agreed to my proposal for the text. Fees will be incurred, as outlined above, if you wish to make changes to the text after agreeing to my proposal for the text.

***Draft 1:*** With the first draft, 50% of the remaining balance will be due. Work can commence once this payment is received.

***Final Version:*** Once the final version is ready, the remaining balance will be due and payable before the finished text can be delivered.