



Sophie McDonald Terms and Conditions

Updated June 2026

In order to start working on your project, I need confirmation that you have read and agreed to these terms, and that you agree to the price you have been given. I must also receive an email from you that clearly states that you are commissioning the work.

Our contract

I will work for you as an independent contractor, not an employee, worker, agent or partner. I will never represent myself as any of the latter, and my time working with you will be limited to the project our contract refers to.

When you contract with me, you acknowledge that as the basis for the contract between us, these Terms and Conditions take precedence over any other terms and conditions, express or implied, and regardless of whether it is your general practice to conduct similar engagements under your own terms and conditions.

If you are acting on behalf of any group of individuals, or on behalf of a company or charity, you must give me written confirmation on email that you are authorised to enter into a contract on their behalf.



Pricing terms

When we agree to work together on fixed-price packages, I will provide a quote for the full project, outlining the total fee, any deposit required, and the scope of work we've agreed to for this price. For other freelance work, I will provide a quote for the project with a fixed price or an hourly rate - according to our conversations - and will provide this for free and without any obligation that you agree to the project.

As the project progresses, I will provide an additional or amended quote for any work we have agreed to add the scope of the project.

Timescales and deadlines

I will do everything I can to ensure your project is completed on schedule. In the unlikely event that I can't meet the agreed deadline, I will let you know as soon as possible. I will not be held liable for any loss or damages to any party as a result of missing a deadline.

I will not be held liable for so called 'acts of God', for emergencies or serious illnesses that delay our project. I also will not be liable for delays caused by third-party failures, for example Zoom, Google or Instagram going offline. In all of the above cases, I will endeavour to get back on schedule as quickly as possible.

Payment terms

For all new clients, I require a 50% non-returnable deposit of the total fee before I begin work. I will then invoice for the remaining 50% halfway through the project. We can also arrange for you to make smaller, more frequent payments if necessary.



All invoices are sent electronically, unless agreed otherwise, and are payable within 14 days of receipt by BACS payment.

Termination or pause of contract

If you fail to respond to communications within 14 days during the project, or fail to provide feedback according to the agreed schedule, I will place the project 'on hold', to be rescheduled according to my next availability. If you continually fail to respond to communications, I reserve the right to terminate the contract, retaining the non-refundable deposit.

Both you and I may terminate the contract with one week's notice, but you may be invoiced for work completed up to the date of termination.

Late payment terms

I understand and will exercise my statutory right to interest and compensation for debt recovery costs under the late payment legislation if I am not paid according to agreed credit terms.

Intellectual property rights

Once I have received payment and a project has been completed, all copyrights are automatically transferred to you as the client. I reserve the right to use any extracts or images of my work for my portfolio.

Whilst we make every effort not to breach any copyright, you agree to indemnify me against action that may arise as a result of using our services.



As part of your project, if you ask me to review or include your existing copy or materials, you affirm that you are the copyright holder, or that you are authorised by the copyright holder to permit this material to form a part of our work. You indemnify me against any claim arising from subsequent suggestion that the new work in any way breaches any existing copyright.

Errors and omissions

I make every effort to ensure that the project is proofread, grammatically accurate and factually referenced where applicable. However, I cannot guarantee that every project is completely free from these errors. I will provide amended files should errors or omissions be identified, but do not hold liability for any use you have already made of the files at that stage, for example if they have been sent to printers or published online.

Although every piece of work I produce is original, the client accepts full responsibility for checking the authenticity of the project, including research materials and citations supplied, and indemnify me of any compensation for loss or damages.

Security

If you pass data, information or materials of any kind to me as part of a project, I will take reasonable measures to secure it, but you indemnify me against any action whatsoever associated with the accidental disclosure or loss of this information.

Thank you for reading. If you have any questions please let me know.