

Terms of Service

Last Updated: August 2026

Professional proofreading services provided with care, precision, and respect for your voice. By using this site, you agree to our Terms of Service & Privacy Policy.

1. Use of Website

By accessing and using this website, you agree to use it for lawful purposes only. All content provided on this site is for informational and service-related purposes.

2. Proofreading Services

The Writer's PENsuation provides professional proofreading services focused on:

- Grammar
- Punctuation
- Spelling
- Capitalization
- Formatting
- Clarity
- Consistency

Proofreading does **not** include rewriting, editing, fact-checking, or restructuring of content unless specifically agreed upon in writing.

3. Quotes and Agreements

All proofreading services are provided based on a **custom quote**.

Documents requiring transcription, reconstruction, or significant formatting fall outside standard proofreading rates and may be quoted separately.

Work will begin only after:

- Pricing is accepted
- Timeline is agreed upon

Each project is reviewed individually to ensure that the requested services align with the client's needs and the scope of professional proofreading.

Submitting a form does **not** guarantee service availability.

Special-format documents—including handwritten manuscripts, annotated drafts, scanned files, or documents requiring transcription or significant formatting—are reviewed individually and quoted according to readability and project complexity.

4. Project Acceptance

The Writer's PENSuasion carefully considers each project before accepting it.

To ensure that every project aligns with our professional standards and business practices, The Writer's PENSuasion reserves the right to decline projects that fall outside our areas of expertise or conflict with our professional standards, ethical principles, or business policies.

When a project is not accepted, every effort will be made to communicate that decision promptly and professionally.

5. Turnaround Times

Estimated turnaround times are provided at the time of booking.

Delays may occur due to:

- Incomplete submissions
- Additional requested revisions
- Communication delays

6. Client Responsibility

Clients are responsible for submitting complete and final documents.
Major changes after submission may require:

- A revised quote
 - A new timeline
-

7. Preferred File Formats

Microsoft Word (.doc or .docx) is preferred because it allows changes to be tracked efficiently. PDF, Google Docs, and WordPerfect files may also be accepted depending on the project.

Handwritten manuscripts and other special-format documents are reviewed on a case-by-case basis.

8. Revision Policy

Proofreading includes one to two opportunities for the client to ask questions about the completed corrections. Requests involving substantial revisions or newly added content may require an additional quote.

9. Confidentiality

Every manuscript, document, and communication submitted to **The Writer's PENsuation** is treated as confidential. Client materials will never be shared (unless directed to do so in writing by the client), distributed, published, or used for any purpose beyond completing the requested services without the client's prior written permission.

Respecting your privacy is a fundamental part of my commitment to providing professional proofreading services, and every reasonable effort is made to safeguard the materials entrusted to me.

Your words are your own. My role is to protect them, refine them, and return them to you with the same care and respect with which they were entrusted.

10. Intellectual Property

All submitted materials remain the property of the client.

The Writer's PENSuasion:

- Claims no ownership
 - Retains no rights to your work
-

11. Limitation of Liability

While every effort is made to ensure accuracy:

The Writer's PENSuasion is not liable for:

- Errors that remain after delivery
 - Outcomes related to the use or publication of your document
-

12. Payments

Payment terms will be communicated at the time of agreement.

Work begins only after confirmation of payment terms.

13. Website Content

All website content—including text, branding, graphics, logos, downloadable resources, and design elements—may not be copied, reproduced, distributed, or used without prior written permission.

14. Modifications

These Terms and Conditions may be updated at any time without prior notice.

15. Contact

Questions?

If you have questions regarding these Terms of Service, please contact:

The Writer's PENSuasion

Email:

proofing@twpensuasion.com

Website:

www.twpensuasion.com

Privacy Policy

Last Updated: August 2026

This website may use cookies or similar technologies to improve functionality and enhance the user's experience.

If you request a quote or download a complimentary resource, you may receive communications related to your request. You may opt out of non-essential communications at any time.

1. Your Privacy Matters

The Writer's PENSuasion values your trust and is committed to protecting your personal information. This Privacy Policy explains how your information is collected, used, and safeguarded.

2. Information Collected

When you use this website or submit a request, the following information may be collected:

- Name
- Email address
- Project details
- Uploaded documents

3. How Your Information Is Used

Your information is used solely for:

- Responding to inquiries
- Providing proofreading quotes and services
- Communicating regarding your project

Your information is never sold, rented, or shared with third parties.

4. Document Confidentiality

All submitted materials are treated as **strictly confidential**.

The Writer's PENsuation does not:

- Share documents
- Distribute content
- Use your work beyond the scope of your request

Your work remains fully protected at all times.

5. Data Security

Reasonable measures are taken to protect your information; however, no online system is completely secure. By using this site, you acknowledge this limitation.

6. Third-Party Services

This website may use trusted third-party services (such as Wix forms or email tools) to collect and manage information securely.

This website is hosted by Wix, which provides the online platform that enables The Writer's PENsuation to offer its services. Information submitted through this website, including contact forms and file uploads, may be securely processed and stored using Wix's services. For additional information regarding how Wix collects, stores, and protects data, please refer to Wix's Privacy Policy.

7. Your Consent

By using this website and submitting your information, you consent to this Privacy Policy.

8. Updates to This Policy

This policy may be updated periodically. Continued use of the site reflects acceptance of any updates.

9. Contact

Questions? If you have questions regarding this Privacy Policy, please contact:

The Writer's PENsuation

Email:

proofing@twpensuasion.com

Website:

twpensuasion.com