



THESIS PROOFREADING AND FORMATTING

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MEMORANDUM OF UNDERSTANDING

This MOU is made between Thesis Proofreading and Formatting (the **Provider**) and the **Candidate**.

THE COST

Proofreading	Stage 1: Per 10,000 words. University funded \$300. Candidate funded \$240. Stage 2: Per 10,000 words. University funded \$280. Candidate funded \$220. NOTE: The Provider will issue a new Quote to the Candidate if the University later advises it will fund proofreading costs.
Formatting	\$50 per hour. By negotiation.
References	\$50 per hour for checking and cross-checking.
Amendments	\$40 per hour. For substantial amendments after proofreading and formatting has been completed and/or after examination.

The Provider will calculate a word count based on the following unless otherwise advised:

Preliminary pages, the abstract, all chapters, captions, text in figures, tables and graphs (calculations checked where possible), appendices and footnotes.

The Provider will supply a provisional Quote upon enquiry; a final Quote after receipt of the Work; and will submit an Invoice with the completed Work. The Invoice will be calculated on whether the Candidate or the University is funding the Work.

The Candidate will indicate to whom the Invoice should be addressed and agrees to pay within 7 days of receipt.

THE WORK

The Provider will proofread the Candidate's thesis on the assumption that Supervisors have completed reading it, notwithstanding extenuating circumstances.

The Provider will estimate a time for completing the Work. This time may change depending upon intensity.

The Provider agrees that two people will proofread the Work, use MSWord's Track Changes, and provide a Report with editorial, proofreading, formatting and referencing comments as required. The decision to accept or reject the Provider's suggestions rests with the Candidate and his or her Supervisor.

References: In text, parenthetical references and the reference list. Candidates need to state which Style of referencing has been used. A reference list cannot be proofread in its entirety; it is checked for typographical errors, layout and style. Examples are given of formatting and punctuation issues relating to the Reference style used.

The Candidate should remove all Track Changes and Comments before sending the Work to the Provider and before returning it to the Provider for a final checking of layout.

The Provider will maintain strict confidentiality regarding the Work and will discard it upon completion.

The Provider has the option to return the Work if the writing is not of an academic research standard.

.../end