

**Leslie Keenan
MUSE
1755 Novato Boulevard, #C5
Novato, California 94947
415-897-0413**

Dear _____,

This letter describes our agreement of the work you are hiring me to perform. Signing below indicates your acceptance of these terms.

For an hourly rate of \$150, I will read and edit your manuscript, and give my professional editorial and marketing opinion on what needs to be done in order to: a) make this a viable book; and b) make it as appealing as possible from a marketing perspective for either the publishing industry or the public at large. It is understood that I can make no guarantees about publishability, but I will provide my best information and perspective on how to achieve that goal.

Based on a page count of ____, I estimate that the job will take ____ hours at the stated hourly rate. To begin the work I will require a deposit of one half the estimated total and this signed agreement. The work will be completed within ____ of my receipt of the manuscript, unless we both agree to a later date. Upon completion, I will give you a two-page written memo of my opinion of the work, specific page-by-page comments on the material and a bill for total hours to date, less the deposit. I will also provide information on writing a book proposal and a list of potential literary agents. Additionally, we will meet on the telephone for up to an hour to review my findings. You agree to provide at your expense: a complete copy of the manuscript, delivery and return of the manuscript and the telephone meeting specified above. Additional reimbursable expenses may be incurred and billed with mutual consent.

I will review rewrites if you would like, for the same rate. I will not exceed this estimate without your prior consent, and I will keep you apprised of my progress. If you agree to hours exceeding the original estimate, I will bill time at the end of each month.

I agree not to disclose confidential information to a third party regarding the written content and images of your work, and not to make copies or reproduction, or to make any commercial use of confidential material. All material will be returned to you at the conclusion of my work.

This agreement may be terminated at any time upon mutual consent and written notice. We agree that this letter represents the full and complete agreement for editing services related to your novel.

Sincerely,

Agreed and Accepted:

Leslie Keenan
MUSE