

Fulfillment Policy

Effective Date: [June 16, 2025]

Business Name: NY Book Editors

Website: <https://nybookeditors.com>

Contact: danalex@nybookeditors.com

1. Service Description

NY Book Editors provides professional editorial services for authors, including:

- Developmental editing
- Line editing
- Copyediting
- Editorial critiques
- Coaching and consulting packages
- Query and synopsis support

All services are custom-tailored to the client's manuscript and delivered electronically via email or through a secure file-sharing link. Our team includes experienced editors with backgrounds in traditional publishing.

2. Currency

All prices are listed in **U.S. Dollars (USD)** unless explicitly stated otherwise.

3. Service Delivery

Editing services are fulfilled according to the timeline and scope agreed upon in your proposal or invoice. Deliverables are sent as digital files, typically in Microsoft Word format using **Track Changes** and margin comments.

Delivery dates are scheduled in advance. If you need to reschedule, we will do our best to accommodate changes based on your editor's availability.

4. Client Responsibilities

Clients are responsible for submitting final materials (e.g., manuscript, questionnaire, revisions) by the agreed deadline. Missed deadlines may result in a new delivery date or rescheduling of services.

5. Refund Policy

- **Deposits are non-refundable.** A deposit reserves your editor's time and removes them from taking on other projects.
 - If you cancel before editing begins and you've paid in full, we'll refund the amount **full amount**.
 - If you cancel after editing has begun, a **partial refund** may be offered at our discretion based on the work completed.
 - Once the edit or critique has been delivered, **no refunds will be issued**.
 - If you're unhappy with the service, we encourage you to reach out—our editors are happy to clarify comments or offer additional feedback where appropriate.
-

6. Cancellations & Rescheduling

We understand that plans change. Please provide **at least 7 days' notice** if you need to cancel or reschedule your service. We'll do our best to accommodate you, but short-notice changes may result in a delay in rescheduling.

7. Contact Information

We are committed to responsive and transparent customer support. You can reach us directly via:

✉ Email: danalex@nybookeditors.com

8. Legal & Regional Restrictions

We currently accept editing projects written in English only. We do not accept projects that promote hate speech, violence, or illegal activities. We reserve the right to refuse service if a project violates our editorial ethics.

9. Privacy Policy

We are committed to protecting your privacy. Please refer to our full Privacy Policy for how we collect, use, and safeguard your personal data.

10. Payment & Security

We process all payments through **Stripe**, a PCI-compliant payment gateway that ensures your payment information is securely handled. Our website uses **HTTPS encryption** to protect your data at all times.

We accept major credit and debit cards, including:

Visa, MasterCard, American Express, Discover

11. Promotions & Discounts

All promotions or discounts will be clearly disclosed on the relevant page or offer. If applicable, trial services or limited-time offers will include clear terms and expiration dates.
