



Manuscript Assessment/Reassessment Terms and Conditions

These terms and conditions, together with our privacy policy govern Daniel Goldsmith Associates' ('the company') relationship with you ('the client') as regards the Manuscript Assessment or Reassessment Service ('the service').

In every instance throughout this document, the terms referring to 'assessment' will also automatically apply to 'reassessment'.

For the fee paid, we will provide a one-off assessment report, prepared by an editor from the company's team, of your original literary work ('manuscript') in accordance with the description of the service on www.danielgoldsmith.co.uk

The agreed fee covers the one-off assessment only, any after-service care, such as communication with your editor, is complimentary and entirely at the discretion of the company.

The assessment report, developed in house and unique to the company, aims to provide you with an in-depth analysis of your manuscript, both overall, and looking in isolation at aspects of your literary work.

If a report is deemed as not meeting the description on our website, we will endeavour to clarify your expectations, for example, by answering specific questions on the manuscript and on the assessment report.

The editor undertaking the assessment of your manuscript is entirely at the company's discretion.

It is not always possible for the same editor to reassess a manuscript, in which case the company will endeavour to provide a different suitable editor to carry out the reassessment.

We will aim to provide you with an assessment within 5 (five) weeks, however this term is not guaranteed due to exceptional circumstances, for example staff sickness or instances of force majeure.

We will endeavour to offer you the shortest available turnaround time. No speed reads are available for an extra fee.

Full upfront payment is required prior to accepting a submission, except in cases where the fee exceeds 500 GBP. For fees exceeding 500 GBP, payment in instalments may be available subject to prior agreement of a payment schedule with the company. In any case, complete payment must be received before the due deadline of the assessment report.

Manuscripts must be submitted in accordance with the Submission Guidelines on www.danielgoldsmith.co.uk.



For manuscripts received in the post, return will be possible only if a suitable self-addressed envelope, carrying the correct postage stamp, has been received.

Once a submission has been accepted, it will be logged onto the company's virtual basecamp, where the editor will update his or her progress on the project regularly. The client will be provided with log in details in order to follow the editor's progress to completion of project within the agreed turnaround time.

Amended manuscripts will not be accepted once the work has been logged onto the virtual basecamp and assigned to an editor.

Once the manuscript has been accepted and assigned to an editor, no refunds will be issued.

Any complaints must be received within 7 (seven) days of the report being sent to the address or email address provided by the client. After this period, no complaints will be accepted.

We take no responsibility for manuscripts lost in the post. Always ensure you have a copy of your work for your own records.

We handle your data in compliance with the latest GDPR standards, in accordance with our Privacy Policy, which is available on www.danielgoldsmith.co.uk. We will never sell or give away your details to any third parties, individuals or companies.

Your manuscript, which carries an automatic copyright to yourself, will be treated with the strictest confidentiality. All company's editors have signed confidentiality agreements with the company not to reproduce or share, for private use or in public, any part of any manuscript received by the company, except for the purposes of facilitating the personal activity of reading and assessing the manuscript.

The copyright of each assessment report is reserved to the company. No part of the report may be reproduced without the prior written approval of the company.

Whilst the company encourages the team to seek suitable manuscripts for recommendation to agents and publishers, recommendation to an agent or a publisher is no way guaranteed with the manuscript assessment or reassessment service and remains at the discretion of the company.

Should the company decide to recommend your manuscript to an agent or a publisher, your prior permission will be required in order for the company to approach any agent or publisher in every case without exception.