## MEMORANDUM OF UNDERSTANDING

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

### THE COST | Stage 1 is for work with more needs than Stage 2, which is for very good work.

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| Proofreading | Stage 1:  Per 10,000 words.  University funded $320. Candidate funded $260. |
| | Stage 2:  Per 10,000 words.  University funded $300. Candidate funded $230. |
| | 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. |
| References | $50 per hour for cross-checking in text references are in the reference list. |
| Reference list | $50 per hour to check links are accurate. |
| 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 their 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