PLAIN-LANGUAGE CONTRACT

Cap Your Pen Consulting LLC
Our duties:

ⅴ

Make-Believe Business
Your duties:

ⅴ

What we are agreeing to

1. For the Project under this Agreement, Cap Your Pen Consulting will edit Make-Believe Business's internal Style Guide, pages 1-50.

2. Cap Your Pen Consulting's editing must consist of plain-language edits. A plain-language edit is a type of edit outlined in books and articles by Bryan Garner and Joseph Kimble. A plain-language edit also consists of typography edits as outlined by Matthew Butterick.

1. Make-Believe Business will pay Cap Your Pen Consulting for editing its internal Style Guide.

2. Make-Believe Business has final authority over all proposed plain-language edits.

How much the Project costs and important deadlines

1. Cap Your Pen Consulting will finish a **first draft** no later than 30 calendar days after the Agreement's effective date.

2. Cap Your Pen Consulting will finish the **final draft** no later than 30 calendar days after it reviews the initial draft with Make-Believe Business.

3. There are no limits to the number of drafts, but Cap Your Pen Consulting may extend the final-draft deadline

1. Make-Believe Business must pay Cap Your Pen Consulting a total of $5,000 for the Project. It must pay 50% of the Project cost on the Agreement's effective date.

2. Make-Believe Business must pay Cap Your Pen Consulting the remaining 50% of the Project cost within 14 calendar days after Cap Your Pen Consulting completes the Project.

Disclaimer: Cap Your Pen Consulting LLC is not a law firm. We cannot represent you in court, advise you about your legal rights or the law, or select legal forms for you.

for another 30 calendar days if it deems it necessary to incorporate all of Make-Believe Business's edits or concerns.

3. The Project is complete when Make-Believe Business approves the final draft from Cap Your Pen Consulting.

How Make-Believe Business can pay

Cap Your Pen Consulting must accept another form of payment if Make-Believe Business cannot pay by check. The alternate form of payment must be identified in this Agreement and agreed to by both parties.

Make-Believe Business must pay the Project cost by check but may request to pay by another form of payment if it cannot pay by check.

What happens if a party breaches this Agreement

1. If Cap Your Pen Consulting does not complete the Project by the final-draft deadline, it will refund 50% of the Project cost.

2. If Cap you Pen Consulting does not complete the Project within 60 calendar days of the final-draft deadline, it will refund 100% of the Project cost.

1. If Make-Believe Business does not pay Cap Your Pen Consulting within 14 calendar days after the Project is completed, Cap Your Pen Consulting will add a $150 daily penalty until Make-Believe Business pays all owed costs.

2. If Make-Believe Business does not pay all owed costs—including penalties—within 30 calendar days after the Project is completed, Cap Your Pen Consulting will file a claim in Minnesota Conciliation Court.

3. If the amount owed to Cap Your Pen Consulting is above the maximum claim allowed in Conciliation Court, Cap Your Pen Consulting will file a claim for breach of contract in Minnesota District Court.

Disclaimer: Cap Your Pen Consulting LLC is not a law firm. We cannot represent you in court, advise you about your legal rights or the law, or select legal forms for you.

How we can modify this Agreement

To modify this Agreement, both Cap Your Pen Consulting and Make-Believe Business must agree in writing to the modifications and sign and date the modifications and attach them to this Agreement.

When this Agreement is effective

This agreement is effective on the date when both Cap Your Pen Consulting and Make-Believe Business have signed it, as indicated by the last signed date.

We both voluntary agree to the Agreement terms

Signature: Signature:

Date: Date: