



SERVICE LEVEL AGREEMENT FOR INDEPENDENT CONTRACTORS

between

SANDI HALL

hereafter referred to as the "Independent Service Provider"

and

Juta and Company (hereafter referred to as "the Publisher" , which expression shall, subject to the context in which it is used, include any publishing imprint subsidiary to or associated with the Publisher, and the Publisher's representatives, assigns or successors in business)

hereby represented by

CAMILLA LLOYD

Project Manager

Hereinafter jointly referred to as "the Parties"

With respect to manuscript provisionally entitled

Title: OFFICE FINANCE 2 ED.

Authors: PROF EJ FERREIRA, MR K CAMPHER, EA STRYDOM, S VAN ANTWERPEN

Format: B&W, NARROW CROWN

Extent: 80 pp

ISBN: 9781485112013

hereafter referred to as the "Work"

1. APPOINTMENT

- 1.1 SANDI HALL is hereby appointed as an Independent Service Provider to perform the services as described in the TASK DESCRIPTION (section 2) to the standards required with respect to an original work at present entitled: *OFFICE FINANCE 2 ED.*
- 1.2 The Independent Service Provider acknowledges that no expectation has been created by virtue of this agreement of any future permanent position or employment relationship with The Publisher and that his appointment as an Independent Service Provider in no way entitles him to the benefits extended to the permanent employees of The Publisher.
- 1.3 The Independent Service Provider agrees not to sub-contract any of the services without the written permission of The Publisher.
- 1.4 This agreement will commence on the 22 OCTOBER 2015 and will cease on completion of the project. The Publisher shall at its sole discretion determine whether the project has in fact been completed.
- 1.5 This agreement may be terminated before completion of the project in the case of non-performance at the sole discretion of the Publisher and payment for services rendered shall be on a pro-rata basis.
- 1.6 The Independent Service Provider will be working from home.

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2. TASK DESCRIPTION

- 2.1 The Independent Service Provider will report to the Project Manager who will coordinate the project.
- 2.2 The Independent Service Provider shall be responsible for completing the tasks to deadline as per Schedule A.
- 2.3 The Independent Service Provider will work following the budget allocated to the title.
- 2.4 The Independent Service Provider will use the Juta style guide and project style guide if supplied by Editor. Should the Independent Service Provider notice any discriminatory terminology/concepts in texts, or possible copyright issues, The Independent Service Provider is to bring this to the Project Manager's attention.
- 2.5 The Independent Service Provider ensure that the setting program to be used in the Work is InDesign, using xml, and that the Independent Service Provider should at the end of the project deliver open files, with separate image file and zipped font files; Word files of the final text; xml files; and a hi-res pdf for printing. The Independent Service Provider should own and only use fonts from the Adobe Font Folio 11.1 library.
- 2.6 Specimen designs and first page proofs are to be sent to the Project Manager (lloyd.camilla@gmail.com) for checking by Juta. All subsequent proofs are to be sent to the Project Manager for checking. Final files should be approved by the Project Manager and authors.
- 2.7 A CD of the final files is to be given to the Project Manager for archiving after dyeline corrections have been taken in, if necessary.
- 2.8 The Independent Service Provider will provide a weekly report of progress, every Monday by 10am, to the Project Manager, if applicable.
- 2.9 The Publisher retains copyright of the Work.

3. STANDARD OF WORK

The Service will be provided in a professional manner, consistent with industry standards reasonably applicable and according to the expectations set out by the Project Manager. Should the Project Manager determine that any part of the Independent Service Provider's tasks have not been performed to the required standard, the Independent Service Provider shall be informed of the Publisher's objections and shall be given a reasonable opportunity to rectify the deficiencies. Should the Independent Service Provider within a reasonable period of time not sufficiently rectify such deficiencies, the Publisher shall be entitled to cancel the Agreement and to claim expenses, refund of monies paid and damages from the Independent Service Provider. Payment will be subject to the standard of the work supplied and the deadline being met. If the work delivered is not acceptable 20% of the agreed fee will be retained or a cancellation fee will be paid. If the work is not delivered on time 5% of the agreed fee will be deducted for every day of non- delivery.

4. DEADLINES

- 4.1 The Independent Service Provider shall provide each of the services listed on the Schedule A as mentioned in clause 2.3 by the specified deadlines. Should the Independent Service Provider fail to meet these deadlines, without reasons which are acceptable to the Publisher within its sole discretion, then the Publisher may withhold the payment specified in this Agreement, or a pro-rata portion of the payment (as per clause above) and commission another Independent Service Provider to perform the work required.
- 4.2 Should the Publisher have made payments to the Independent Service Provider in advance and in anticipation of receiving the services specified in Schedule A, and should the Independent Service Provider subsequently fail to provide such services, the Independent Service Provider shall refund in full all such payments advanced to him by the Publisher.

5. CONTRACTING FEE

- 5.1 On delivery of an invoice the Publisher shall pay to the Independent Service Provider, the sum of R46 PER PAGE (FORTY SIX RAND PER PAGE).
- 5.2 The payment for services shall be payable in two tranches:
- 5.2.1 50% of amount in clause 5.1 on completion and delivery of the first pages that meets with the approval of the Project Manager.
- 5.2.2 50% of amount in clause 5.1 on completion of the Work that meets with the approval of the Project Manager and authors on or before the deadline stipulated in Schedule A.
- 5.3 The Publisher as a rule deducts PAYE, should you not wish to have this deducted please complete the Indemnity form and submit to the Publisher for our records.

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SCHEDULE A

TYPESETTING BRIEF

See brief for *The Business and Office Environment and Information Management*.

Deadline

21 DECEMBER 2015

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