



Booking Agreement

All clients will be required to sign a Booking Agreement prior to commencement. Although this asks the client to choose a package, you are not committed to that number of interviews and we can do more or less as required. The cost will be adjusted accordingly.

PACKAGES AVAILABLE

Life Highlights

Up to 12 hours of interviews | 6 sessions | 150 – 200 pages | 12 copies | Up to 50 photos

Life in Depth

Up to 16 hours of interviews | 8 sessions | 200 – 300 pages | 20 copies | Up to 70 photos

PAYMENT

A deposit is payable on completion of the booking form, this secures your place in my schedule.

Balance: The instalments are payable in six or eight payments after each interview session has taken place and prior to the following interview.

WHAT'S INCLUDED

- ✓ Expert memoir crafting - by a specialist writer
- ✓ Unlimited revisions during the writing process
- ✓ Research and fact-checking (historical context and verification)
- ✓ Custom cover design
- ✓ Professional typography and layout
- ✓ Photo and document scanning, enhancement and captioning
- ✓ One digital version (on USB or download)
- ✓ A collaborative foreword
- ✓ Travel to you (first 35 miles included)
- ✓ Complete confidentiality
- ✓ A printed proof copy for your approval
- ✓ 12 or 20 professionally printed hardback copies (depending on package)

TIMELINE

Typically 6–12 months from first interview to final delivery. Some memoirs take longer depending on your schedule and availability for interviews and review. Your timeline will naturally extend if you need to pause the project or require extra time to review chapters or the final proof copy.

If you have a special occasion or deadline in mind (such as a birthday, anniversary, or family celebration), I will make every effort to expedite the process if I consider the timeline viable. If not viable, I will advise you at the outset so we can discuss alternatives.



YOUR 14-DAY COOLING-OFF PERIOD

You can cancel within 14 days of signing for a full refund, no questions asked.

CANCELLATION AFTER 14 DAYS

If You Cancel:

- The deposit is non-refundable (your time has been reserved in my schedule)
- If you cancel mid-project: you receive all completed work with no further payment required

If I Need to Cancel:

In the unlikely event that I am unable to complete your memoir due to serious illness, or other unforeseen circumstances beyond my control:

- You will receive all work completed to date at no additional charge
- You retain full rights to use this work as you wish
- Payments already made are for work completed and are non-refundable
- No further payment is required
- I will provide clear documentation of what has been completed
- Your memoir remains your property, and you're free to engage another writer to complete it

KEY TERMS

Confidentiality:

Your story remains completely private unless you choose to share it

Content, Truthfulness & Liability:

You confirm all information in your memoir is true and accurate to the best of your knowledge, told in good faith, and does not contain defamatory statements about any person. I write your story as you tell it, but may advise on potentially sensitive content. You accept responsibility for the content and any legal claims arising from it.

Copyright:

You own your memoir and all content within it.

Copyright & Third-Party Materials

You confirm that you have the right to include all materials provided (photographs, documents, quotes). While I make reasonable efforts to verify copyright of external materials, and to gain permission for reproduction, you remain responsible for ensuring all content is legally used.

Unlimited Revisions:

We refine together during the writing process until you're happy, up until the final approval.

Your Responsibilities:

Be available for scheduled interviews, provide materials when requested, review draft chapters within reasonable timeframes, and make payments on time. Extended delays in reviewing chapters may delay project progress.

My Responsibilities:

Professional writing, meet timelines, maintain confidentiality, deliver agreed copies. I will make reasonable efforts to complete your memoir if able (e.g., brief illness or *force majeure* may delay timeline but not prevent completion). I may advise on potentially sensitive content (e.g., statements about living people) but cannot provide legal advice or verify the accuracy of information you provide. Final decisions on content inclusion remain yours.

Late Payments:



Mandy Bloom Memoirs

MEMOIR WRITING SERVICES - Booking Agreement (Continued)

You will be invoiced after work completed from each interview. Payment terms are within 14 days of the invoice and prior to the next interview taking place.

DATA PROTECTION & PRIVACY

I handle your personal information in accordance with UK data protection law (UK GDPR) and am registered with the Information Commissioner's Office. I collect your contact details, photographs, interview recordings, and memoir content to fulfil this contract. Your data is stored securely, kept confidential, and retained for 6 years (legal requirement). You have the right to access, correct, or request deletion of your data.

Full Privacy Policy: mandybloom.co.uk/privacy

OPTIONAL PERMISSIONS

You can say no or change these permissions at anytime. With your permission, I would like to:

Use a testimonial from you in marketing | Display your printed book as portfolio example | Mention you as a client (name only)

WRITER CREDIT

Unless we have specifically agreed that I am acting as your ghostwriter, if you publicly promote or discuss your memoir (media interviews, book launches, social media, etc.), I would appreciate being credited as the writer. For example: 'Written with Mandy Bloom' or 'Produced by Mandy Bloom'.