

## Terms & Conditions (T&C)

- This part is pretty self-explanatory, and below is a standard T&C I use for all clients:  
**T&C (standard template)**

1. We are only responsible for **editing the English language in the attachment in terms of grammar, sentence structure, vocabulary and language flow (no formatting based on journal/university requirements or rewriting of the document).**
2. The total charge for these documents are **RMXXX (RM0.0X/word, total word count of XXXXX)** and it will take our team a total of **X (X) working days** to edit this documents, which begins once your party has **agreed to all terms and conditions and made the full payment to our account (CIMB Malaysia).**
3. When editing is completed, two copies will be sent via the corresponding email, the first copy details the corrections or comments, and the second copy is where all the changes are accepted, a 'clean' paper.
4. We will be using Microsoft Office 2016/2016 for editing, with the review function. Please ensure that you have a software compatible with this format, as we do not edit papers using any other software(s), also, all paper submission to us needs to be via emails, and in .doc or .docx format only (no PDF, .rtf. or JPEG).
5. Please understand that all editing is final and any reedit of the same document with us will require new services, and will be charged accordingly.
6. Please take note that all correspondences are through email only.
7. Please notify us if you require anything specific edited/altered in your document.
8. Receipts will only be issued upon request, which has to be made when emailing us proof of payment.  
  
**Please detail clearly what you would like to go in the receipts, otherwise it would be our standard templated receipt (Name, Institution, email, and charges details). Requests made for receipts after this time will not be entertained.**
9. We do not issue certificates or native speaker letters for our services.