

Guardian of Tales

Legacy Memoir Curation Service Agreement

Client Name: _____

Email Address: _____

Date: _____

1. Service Description

Guardian of Tales agrees to craft a personalized memoir based on the client's responses to a detailed intake form. This package includes:

- **\$75 Flat Rate – No Word Limit**
 - A thoughtfully written, fully edited memoir compiled from your responses and any additional personal materials you provide (such as photos, letters, or handwritten notes)
 - Delivered in both **PDF and Word** formats for easy sharing and safekeeping
 - **1 FREE professionally published copy** (upon request)
 - A custom purchase link for ordering additional copies (optional)
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2. Fee & Payment

The total flat-rate fee for this service is **\$75 USD**, due in full before the writing process begins. Payment may be made via PayPal or mailed check.

3. Timeline

Upon receiving the completed intake form and full payment, the first draft will be delivered within **15 business days**. Revisions will be completed within 3–5 business days of receiving feedback.

The memoir will be completed within 60-90 business days from the initial request.

4. Client Responsibilities

The client agrees to:

- **Complete the intake form** with honesty and care, providing as much detail as possible to ensure an accurate and meaningful memoir
 - **Respond in a timely manner** to any requests for clarification, additional information, or revisions
 - **Review the draft** and provide feedback within a reasonable timeframe (recommended: within 7 days of receipt)
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5. Ownership & Use

Ownership & Permissions

The completed memoir is the sole property of the client and may be shared, printed, or published at their discretion. *Guardian of Tales* retains the right to reference anonymized excerpts for portfolio or promotional purposes **only** with the client's prior written consent.

By signing below, I grant *Guardian of Tales* permission to use anonymized excerpts from my memoir for portfolio purposes.

Client Name: _____

Client Signature: x _____

Date: _____

6. Refunds & Cancellations

Due to the personalized nature of this work, refunds are not available after writing has begun. If the client chooses to cancel before submitting the intake form, a full refund will be issued.

7. Confidentiality

All personal information and story details provided by the client will be kept strictly confidential and will never be sold, shared, or published without consent.

Signatures

Client Signature: _____

Date: _____

Guardian of Tales Representative: Patricia Balthrop

Signature: _____

Date: _____