

COPY-WRITING

Specialist Consultants

DAVID BARRACLOUGH

MSc PhD (Director)

12A Alfred St
Observatory 7925
copy-writing.co.za

Our company is a close corporation (CC), trading as *Copy-Writing Specialist Consultants*, and is based in Cape Town, South Africa.

Copy-Writing offers a wide range of copy editing, proofreading, research facilitation and writing services to academic and business clients across South Africa and internationally.

Editing and writing services are only done by consultants with a Masters degrees and higher and all consultants have substantial relevant experience. The Director holds a PhD and has more than 30 years of editing, writing and research experience.

Close Corporation details

Registration number: 2002/106448/23

Tax number: 9050640169

Active member/Director: Dr D.A. Barraclough

B-BBEE: Level 4 contributor and 100% B- BBEE procurement recognition

Accountant: Mr Mark Bredekamp, PC Management Services (markb@pcman.co.za)

Bank account details

Finefocus CC: Cheque account, Standard Bank (Kloof branch, code 045526), account no. 240770382, SWIFT address: SBZA ZA JJ.

Tertiary qualifications/professional affiliations of the Director

Dr D.A. Barraclough: BSc, BSc (Hons) [University of Natal]; MSc [University of Natal]; PhD [University of New South Wales]; Full Member of the Professional Editors' Guild (PEG); member of the South African Translators' Institute (SATI).

Academic ethics

Copy-Writing subscribes to internationally recognised editing protocol relating to academic writing and, in particular, associated with theses and dissertations. *We do not write original academic content.* Copy-Writing also does not write academic essays or take tests for clients. We do not sell or promote academic documents that can be presented as original work.

In terms of our writing services, we *only* write for business clients.

Client privacy

Copy-Writing is committed to maintaining the privacy of all its clients. In compliance with the Protection of Personal Information Act, No. 4 of 2013, all client documents are deleted after payment is received. Hard copies of tax invoices with the client's name (and sometimes address) are retained for seven years for tax purposes. All e-mails are cloud-based and are thus not accessible on any computer hardware. We do not maintain lists of client names with associated addresses, phone numbers and e-mails.

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