



Monika ROBERT Translator
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Terms of Business for Commissioned Translation Work Effective June 3rd, 2013

1. Definitions :	In the following terms of business, the Translator means Translator, full address The client means Client, full address
2. Copyright :	<p>The Client warrants to the Translator that the Client has full right, power and authority to have the material translated, and that the translation of the material by the Translator will not result in the infringement of any existing copyright. The Client agrees to indemnify and save harmless the Translator against any claim, action, loss or damage incurred by the Translator as a result of any breach of this warranty.</p> <p>Translations are protected works under the Berne Convention and may not be reproduced or otherwise used in breach of the Translator's copyright. The Translator hereby assigns his copyright in the work contemplated herein to the Client, but such assignment is conditional upon the Translator having received full payment for services rendered in accordance with the fee quotation for the work and these terms of business. However, the Translator reserves the right to display excerpts of translations by him for marketing purposes.</p>
3. Confidentiality:	The Translator undertakes to treat any information acquired in the course of the work as a professional secret and shall never disclose such information to any third party.
4. Client's amendments to source text:	Any modification or additions to the text to be translated or any revision by the Client to the text to be translated once the work of translation has begun shall be counted as additional work and invoiced at the agreed rate.
5. Cancellation of the work:	If the request for the translation is cancelled while the contract is being performed, the Client will pay a cancellation fee of € 50,00 euro plus compensation at the agreed rate to the Translator for the work already performed, up to a maximum amount equivalent to the total contract value.
6. Liability of the Translator:	<p>In the event of the Client not being entirely satisfied with the Translator's work, notification of the specific issues found in the translation must be received no later than 7 calendar days from the date of delivery and no claim shall be considered after this date.</p> <p>The liability of the Translator shall not exceed the total value of the contract.</p> <p>The Translator shall not be liable for alterations made to his work by other persons.</p>
7. Payment:	<p>Payment, minus any amount already paid on deposit, shall be made within 30 calendar days of the invoice date by wire transfer, cheque or PayPal. Interest at the rate of 10 % per month, effective from the invoice date, will be charged on all overdue balances.</p> <p>All wire transfer fees and other charges incurred in remitting payment (including intermediary and correspondent bank charges) are payable by the Client. The Translator reserves the right to invoice the Client for any bank charges deducted from payment.</p> <p>The contract for the work is established between the Translator and the Client, and payment of the Translator's fee is not contingent on the review, approval or payment of any third party.</p>
8. Credit Control:	Except as otherwise agreed in writing, the Translator grants a credit limit of € 500euro to the Client. Once this limit is reached, the Translator shall not accept any new work from the Client before having received full payment of the debt.
9. Acceptance:	All translations commissioned by the Client imply the Client's full acceptance of the terms of business. No other terms of service are in effect until approved in writing by the Translator.



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Fee Schedule For Commissioned Translation Work

Client:

This fee schedule is applicable from June 3rd, 2013

For French to German

For English to German translations

All fees are in EURO

TRANSLATION ONLY Source & target documents: doc.xls. ppt. No formatting or layout	Standard base rate All translations € 0,06 per source word Discount for bulk assignments € 0,05 per source word
	Expert base rate € 0,08 for law, technical and medical related translations
PDF to DOC Source contents extraction and translation. The formatting and layout of the target document are similar to those of the source document.	Base rate + 15 %
HARD COPY to DOC Source: pdf or image Target: doc The formatting and layout of the target document are similar to those of the source document.	€ 0,10 per target word
Week-end assignments Work performed on Saturdays and Sundays	Total amount of the assignment +15 %
Rush assignments Work started upon receipt of the Client's PO and delivered in the shortest possible time	Total amount of the assignment +20 %
Minimum charge per assignment	€ 10,00