

TERMS AND CONDITIONS

1. Ordering a translation

When sending a document to be translated, please provide the final version and any supporting documentation if possible.

Please note I will charge an extra fee by the hour for any updating of my translation due to new versions or late changes.

2. Quotes

Based on the text provided, I will send you a quote, which may be a flat amount or calculated per hour, per source word or per standard source page (1500 characters, including spaces), depending on the service(s) requested. **Additions or revisions to the original are subject to additional costs, charged by the hour.** The translation's deadline must be set and included in the quote.

Once the quote has been accepted, any later change on the stated details (cost, deadline, service provided) must be agreed by both parts.

3. Minimum fee

My minimum fee for short translations is £10. I may make exceptions in special cases.

4. Late fee

I apply a £15 late fee for every month after the invoice due date.

5. Urgency fee

Please note for urgent jobs I usually charge 15% extra, but depending on the level of urgency I may discuss with you a different fee, which will be included in the quote.

6. Invoice and payment

Together with the translation I will send you my invoice by e-mail. Payment is due within maximum **30 days** of receiving the invoice. I accept payments by [PayPal](#) (saramicol.viscardi@gmail.com) and [TransferWise](#) (through a European bank transfer). You can also order a payment directly to my UK bank account; details will be given within the invoice.

7. Disputes

Questions about or problems with the translation should be brought to my attention as soon as possible; two weeks after delivery at the latest. I will do my best to resolve any

problems. The client is responsible for paying for the commissioned translation, disputes notwithstanding.

8. Credit

I am proud of my work and request to be credited as translator with a link to this site whenever possible, as follows: [Translation by The Art of Translating](#).

Date

Signatures