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Terms and Conditions

The following is a summary of my terms and conditions. The full version is available on request.

Any **fees** quoted will be based on 1000 words of source language for UK clients and lines of 55 characters of target language for overseas clients. Translation of certificates is charged per page. A minimum fee applies at all times. For subsequent alterations requested by the client an appropriate fee will be charged.

Deadlines for delivery of work will be honoured only if the source text arrives at the time agreed. The client will be advised, if due to illness or other unforeseen circumstances, a translation cannot be delivered as arranged; in turn, the client must communicate any likely delay in the delivery of source text as soon as possible so that a new deadline can be arranged

Payment is to be made by cheque or bank transfer in Pound Sterling within 30 days of the date on the invoice. For late payments the right is reserved to add interest under the UK Late Payments, of Commercial Debts (interest) Act 1998. For translation of certificates (i.e. birth, marriage, no impediment etc.), pre-payment by cheque or postal order is required.

All documents will be treated **confidentially** and not shown to a third party except for the purpose of proofreading by an independent language expert or for consultation regarding correct terminology. If it is essential that the contents of a particular document remain private this must be communicated beforehand.

Work will only be accepted when there is confidence that a translation equal in quality to the source text can be delivered. The target text will reflect the original in style and content, taking into account cultural variation. Translation does **not** include copywriting.

Wherever possible, documents should be **supplied in electronic format** (i.e. MS Word, Excel, PowerPoint) and accompanied by relevant background information (for example, photos, drawings, websites or previous translations). All text will be overwritten and returned in the original format, unless the client requests otherwise. The exception is certificates, for which the original documents are needed.