

**Terms & Conditions**  
for Translation Commissions  
Effective 01/08/2018

1. Prior to issuing a quote for any translation commission, Evident Language requires sight of all source documents in order to accurately assess the applicable rate. Where these are not editable, an accurate full word count will be required from the client. In the absence of this, an estimated total fee will be given in place of a quote. Further information may also be required depending on the nature of the commission.
2. Evident Language will issue a quote to the client. On acceptance of that quote, a non-refundable deposit of 25% of the total agreed translation fee is payable immediately. The deposit requirement may be waived at the sole discretion of Evident Language.
3. Where VAT is payable, it will be charged in addition to both the deposit amount and the remainder of the quoted fee.
4. The commission will not be started until both the quote and these Terms & Conditions have been accepted in writing, and the deposit has been received.
5. Evident Language will agree a date for receipt of documents to be translated and a deadline for delivery of the translation. Should the documents not be received by the agreed receipt date, Evident Language has the right to cancel the contract or to amend its deadline date, whichever it decides is most appropriate.
  - 5a In the case that the contract is cancelled because the client did not meet the date for document delivery, the deposit is forfeit.
  - 5b If the client, or any action by the client, results in a closer delivery deadline, an 'urgent work' surcharge (see current rate sheet) may be applied at the discretion of Evident Language.
6. Evident Language will raise an invoice for the balance of the translation fee on completion and delivery of the translation. All invoices are payable immediately unless credit terms have been previously agreed with the client.
7. The client assures the translator that the material to be translated infringes no copyright and the client further indemnifies Evident Language against any loss or damage that it and/or the translator may suffer as a result of any breach of copyright and/or against any consequence of any legal action or claim based on the content or nature of the translated material.

**European Rate Sheet**  
as at 01/08/2018

<b><u>Translation &amp; Editing</u></b>	<b>€</b>	<b><u>Comments</u></b>
Translation per source word – minimum rate: German > English French > English English > German French > German	0.20	Minimum charge €100.00 Our rate may increase dependent on the complexity of the text.
English & German copy-editing/proofreading Hourly rate:	55.00	Minimum charge €55.00
Plain English service per hour:	55.00	Minimum charge €55.00
<b>NB: The following surcharges may apply:</b>		
Urgent work:	+ 25%	
Non-editable documents/Extensive formatting:	up to + 25%	

## UK Rate Sheet

as at 01/08/2018

<u>Translation &amp; Editing</u>	<u>£stg.</u>	<u>Comments</u>
Translation per source word – minimum rate: German > English French > English English > German French > German	0.18	Minimum charge £48.00 Our rate may increase dependent on the complexity of the text.
English & German copy-editing/proofreading Hourly rate:	48.00	Minimum charge £48.00
Plain English service per hour:	48.00	Minimum charge £48.00
<b>NB: The following surcharges may apply:</b>		
Urgent work:	+ 25%	
Non-editable documents/Extensive formatting:	up to + 25%	