

JORGE SANTOS

TRANSLATOR, TRANSCREATOR, LANGUAGE CONSULTANT

E-MAIL: jorge.santos@pobox.com

WEBPAGE: <http://jmsantos.50webs.com>

NATIONALITY: Portuguese

LANGUAGES: English, Spanish, Italian into European Portuguese (native)

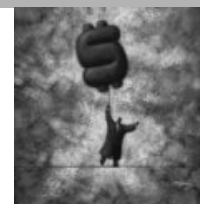
RATES – EUROS

Translation	0.10 € per source word
Localization	
CAT Rates	no match - 100% 50~74% match - 100% 75~84% match - 100% 85~94% match - 60% 95~99% match - 60% 100% match - 30% repetition match - 30%
Editing/Proofreading	50.00 € per hour
Software/ Online help testing	
Adaptation from Brazilian Portuguese	
Glossary work, TM alignment/review	
Minimum Order	
Transcreation, Language Consultancy	120.00 € per hour
MS PowerPoint, FrameMaker, Quark	20% surcharge on the project total
Paper copy, Locked PDF	0.02 € per source word surcharge
Urgency Rates	More than 2,000 words to be returned on the same day/next morning or work on weekends/holidays: 50% surcharge on the project total

PAYMENT TERMS

My standard payment terms are **30 days net from the date of the invoice** (sent by e-mail normally the same day or the day after delivery of the work). Payment must be received, not just sent, by the thirtieth day. **Some flexibility can exist, if discussed and agreed upon BEFORE I start working.**

Payment should be made **via bank transfer** to an **account in Portugal**.



NOTE: Most banks charge high fees for wire transfers. The client will pay his bank charges for transferring the funds. Such charges are not to be deducted from the amount billed. I will pay my bank charges for accepting the funds.

Payment via **Paypal** is a possibility **for amounts under 500.00 €**.

Cancellations: the client will be charged for the work already done.

HOW I WORK

1. For any translation, contact me by phone, fax or e-mail. Describe the project in detail, and I will quote you a price range, based on the amount of source words and your deadline requirements. Send me an e-mail with a complete copy or sample pages of your document (as an attachment). You can also send your document by regular mail. **For a firm price quote, I need to preview ALL documents** to be translated.

2. Material can be submitted in the following formats: Microsoft Word, Excel, Powerpoint, Framemaker, text files, html files, graphic files (gif, jpg, psd, tiff, png, etc.), compressed/zipped files. Web pages can be proofread/edited/translated directly from your website if you provide me with the URL.

3. If you send me a translated document for proofreading or editing, please **also send me the original text in English, Italian or Spanish**. The original document serves as a reference and allows me to proofread and/or edit the translated document as accurately as possible. This is especially important if the document is highly technical.



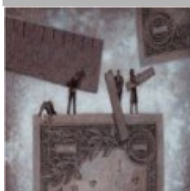
4. I review your text and return a price quotation and a contract (for direct clients). **The quotation is free** and indicates exactly how much the service will cost. There is no further obligation to use my services.

5. If you choose to use my services, I will begin to work on your document immediately after I receive the signed contract, and in case of agencies a PO/WO. **Some work might require an advanced payment.**

6. I proofread, edit or translate your document and return the completed text along with an invoice within the expected due date (as outlined on our contract/WO).

7. Translated, edited or proof-read documents will be delivered via email if no other delivery method is agreed upon, on the date and time agreed. If the customer prefers, the translation will be sent by fax, FTP or by conventional mail, in the latter case **I will not accept liability for any delay arising as a result of overloads in the lines or servers**, or other causes.

LATE PAYMENTS



Late payments incur an interest charge of 1.5% per month, compounding. As soon as an invoice becomes overdue, a reminder will be sent and no further work will be accepted from the client until all funds owing, including accrued interest, have been received.

If the account remains unpaid I will send a final demand before referring the invoice to my debt collection agent. **I will refer all outstanding invoices of more than 40 days to [TCM Group International](#)** to save on administration and ensure timely payment. This may adversely affect your company's credit rating. Habitually late payers or non-payers may have their details published on translation payment practices lists.

To avoid further action, I ask that any company that is having real trouble paying invoices get in touch as soon as possible, preferably before the due date.

If all of the above measures fail, I will have absolutely no hesitation in taking appropriate legal action.