

Terms and conditions of business for Public

Service Interpreting Assignments

www.mirelawatson.com

- I will invoice your firm and expect to be paid within 28 days of invoicing.
- **Charges**
£30 charge/month is applicable for invoices not settled within 28 days from invoicing. In the case of long commissions, I may require payment in installments.
- When commissioning the work to me, your firm/company accepts the responsibility for paying my invoice on time.
- By engaging my services, your firm/company takes the responsibility of processing my invoice within the given time frame, for me to be paid.
- I hold your firm/company responsible for payment and not your client or customer.
- International bank transfer fee to be paid by your company, where applicable.
- Payments via BACS preferred and remittance slip via email.
- **Cancellation fees**
Over 28 days- no charge
Between 15 to 28 days notice- 50% of the agreed rate
Between 8 to 14 days notice- 75% of the agreed rate
Notice of 7 days or less- 100% of the agreed rate
- Any complaint about my work shall be submitted to me within 7 days. If the Dispute cannot be resolved between us, the matter shall be referred to the Chartered Institute of Linguists or ITI for independent assessment.

- The intended use of the translation shall always be agreed and stated. The Client shall not use the translation for any other purpose without my agreement. The property and copyright or other intellectual property rights belong to the Client.
- For the purpose of the translation and related work, requirements shall include the required layout, software, deadlines, target language, the purpose of the translation or related work, method of delivery, any specialist terminology used, whether proofreading/checking will be done by the client.
- All work must be paid for. Since I am a member of the Chartered Institute of Linguists, I will not provide free TEST translations.
- **Confidentiality**
All work entrusted to me is in complete confidentiality.

Thank you for your business!

Please let me know either way!