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GENERAL TERMS

(English -> French / French -> English)

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The word count is carried out on the original text for Word files, and on the translated text for other formats.

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Proof-reading is invoiced based on an hourly rate.

Translations are delivered by e-mail, failing which the client should allow for the extra delay and cost inherent to the chosen mode of delivery. Where no time has been specified, the delivery is at 08.00h on the agreed delivery date.

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So as best to reflect the client's specific terminology, the client is kindly asked to provide any necessary references (documents, glossary, etc.).

We shall treat any documents provided by the client as confidential and shall not disclose any related information to third parties. Our liability for any damages sustained by the client or a third party shall not exceed the amount invoiced for the assignment.

We commit ourselves to meeting your deadlines and to providing **fast and carefully proof-read** translations.