

## Terms of Service

### **I. Definitions**

1. Supplier – Mgr. Jaroslava Přerovská, MAE, Company ID number: 64168000, e-mail: [prelingua@gmail.com](mailto:prelingua@gmail.com).
2. Purchaser – private, natural or juridical person using services of the Supplier.

### **II. Contractual Relationship**

1. The contract between the Supplier and the Purchaser on providing translation and proofreading services enters into force when a written order is placed.
2. If no written agreement is signed between the Supplier and the Purchaser, the contractual relationship is based on the Purchaser's written order, which also includes electronic mail.

### **III. Subject Matter of the Contract**

1. The subject matter of the contract is translation and proofreading specified in the order.
2. The order includes the following information:
  - field of the text to be translated
  - extent of the text
  - format of the text
  - purpose of the translation
  - required deadline
  - required method of delivery
  - invoice data, telephone number and e-mail address

### **IV. Deadline of the Order**

1. The Supplier sends the translated or edited texts to the Purchaser by the date and the method of delivery agreed upon in advance.
2. The Purchaser is obliged to directly send an e-mail to the Supplier confirming reception of the order.

## **V. Translation and Proofreading**

1. The Supplier maintains the confidentiality of all information included in the provided materials.
2. The subject, terminology and the language of the source text documents provided by the Purchaser must be comprehensible and legible.
3. When delivering the translated or edited texts to the Purchaser the Supplier is obliged to also return original texts and all available supporting materials.
4. The Purchaser is the sole proprietor of the translated or edited texts and the rights connected with their use once the total price is paid to the Supplier.

## **VI. Price**

1. Prices are negotiable.
2. Preliminary price is based on the number of standard pages of the source text. Final price is calculated based on the number of standard pages in the target text.
3. The prices are in Czech crowns excluding VAT.
4. One standard page (SP) corresponds to 1,800 characters including spaces.

## **VII. Payment Terms**

1. The Supplier is entitled to ask the Purchaser for an advance payment of 50% of the estimated price of the service.
2. The Supplier sends the translated or edited texts together with the invoice by e-mail (unless otherwise agreed upon).
3. The maturity of the Supplier's invoices is 7 days.

## **VIII. Complaints**

1. If the translated or edited texts include any inaccuracy hindering the texts from being used for the purpose specified in the order, the Supplier is obliged to eliminate the inaccuracy within the agreed time.
2. The Purchaser sends a complaint in writing within 15 days of receipt of the translated or edited texts. Giving any reason for complaint or describing the inaccuracy is not necessary. The Purchaser just underlines or highlights the inaccuracy in the text.

## **IX. Withdrawal from the Agreement and Compensation**

1. The Purchaser has a right to withdraw from the agreement or the order in writing. In such a case, the Purchaser is obliged to pay the Supplier fee for the completed translation or proofreading corresponding with the extent of the elaborated work. The semi-finished text will be delivered to the Purchaser.
2. The Supplier has a right to withdraw from the agreement only for legal reasons (force majeure, disease, injury).

## **X. Final Provisions**

1. If not stated in these terms of service, contractual relationship is in accordance with the relevant provisions of Act no. 513/1991 Col.
2. These terms of service are legally binding for the contractual parties by signing the relevant contract or placing an order.