

## PAYMENT TERMS

### PAYMENT METHODS

We currently accept wire transfers to our bank account, payments by MoneyBookers ([www.moneybookers.com](http://www.moneybookers.com)), Paypal, and by the bank card.

We accept     bank cards.

Please note that when paying by your card you **WILL NOT** be asked to reveal your bank card data to our company. All card transactions are safe and fraud-proof.

### DUE DATES

The due dates are specified on the case-by-case basis depending on the customer's payment history and the volume of orders. Generally, we require payment 10 days after the translation has been delivered to the customer.

In certain cases (large orders, new customers) an advance payment may be requested. However, you **WILL NOT** pay before the work is finished. Before making an advance payment you will receive the translated file (or its sample pages) for your review, which will be modified to prevent its unauthorized use before payment (read-only/scanned).

Unless the problem gets serious, we do not charge overdue interests, however, customers are strongly encouraged to pay on time. This way we will be able to keep our mutual business going smoothly.

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Payments will be made based on a commercial invoice, which is sent from our billing center in an electronic format. You may choose Adobe Acrobat file (PDF) or scanned image (JPG, TIFF or any other popular format). Microsoft Word electronic invoices are not available due to security reasons.

If laws of your country do not allow the payments to be based on electronic invoices and require a signed hardcopy of an invoice, you shall ask us to issue one. In this case, the electronic invoice will be sent to you and you will be expected to respect the due date specified in such electronic invoice. You may receive the hardcopy after the due date.

### INVOICE PARTICULARS

Our invoices are issued with all standard information necessary to allow their registration in your accounting. However, since the laws differ in various countries, the customers are encouraged to advise the particulars they require to be included in their invoices. This process must be completed before the finished work can be submitted.

**Olomouc**

August 1, 2007