



Kathrin Bendfeldt

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HOW I CALCULATE MY PRICES

I am pleased to make an offer for the translation of your text. As you may wish to know how I have arrived at the price quoted, I have set out below the aspects I take into consideration when calculating my prices.

BASES OF CALCULATION

We can agree on either of the following three bases of calculation for my translation work or combine two of them depending on which basis appears to be the most fair to either of us for the specific project:

- | | | | |
|--|-----|-------|----------|
| • by the line | EUR | 1.30 | per line |
| • by the word | EUR | 0.15 | per word |
| • by the time spent on the translation | EUR | 60.00 | per hour |
| by the time spent on formatting etc. | EUR | 30.00 | per hour |

When charging by the line or by the word I use the professional counting programme called ANYCOUNT to count the characters or words of the **source text** as you send it to me.

When charging by the **line** all characters including spaces are counted and then divided by 55, i.e. the number of characters and spaces of a standard line. The standard line may vary between 50 and 55 characters and spaces so that 55 is the most favourable number for you. Counting the characters means that a short line is not to your disadvantage. Whether or not numbers are counted, will be decided on a case by case basis. The figure calculated in this way is then rounded and multiplied by the rate per line as shown above.

When charging by the **word**, the words are counted. Whether or not numbers are counted, will be decided on a case by case basis. The number of words is then multiplied by the price per word as shown above.

When charging by the hour, I will apply an hourly rate of EUR 60.00 for technical texts. One-fourth of the hourly rate is charged for each quarter hour or part thereof.

FURTHER FACTORS WHICH MAY HAVE AN IMPACT ON THE PRICE

FORMATTING: If I need to spend a relatively high amount of time on formatting, I may charge an additional fee for the formatting at the reduced hourly rate of EUR 30.00. One-fourth of the hourly rate is charged for each quarter hour or part thereof. These costs can normally be avoided if you send me editable documents which I can overtype.

RESEARCH WORK, QUERIES, MODIFICATIONS: An additional fee of EUR 30.00 will be charged for this type of work (or one-fourth for each quarter hour or part thereof) if

- extensive research work is necessary to obtain relevant background information,
- I need to come back to you more often than usual to clarify matters regarding the contents of the text,
- the text is repeatedly modified and/or the modifications are unmarked.

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These costs can often be avoided if you

- provide reference material right from the outset,
- advise me if company-specific glossary is to be used,
- make available the previous version, if applicable,
- provide the inquiry to which you wish to reply by means of my translation,
- ensure that the text is clear and comprehensible,
- mark all modifications clearly.

DEGREE OF COMPLEXITY AND PURPOSE: If a text is of a particularly high technical nature, I may charge a higher rate. If you need the translation for information only in a less polished form, I may be able to offer you a lower rate.

RUSH JOBS: Rush jobs may incur surcharges. I will decide the amount of the surcharge on a case by case basis.

MINIMUM CHARGE: The minimum charge is EUR 30.00.

ONGOING ENGAGEMENT: If you require smaller translations several times a month (such as correspondence with a client) which you would like to have translated on the same or the next day, we may agree on a framework agreement so that the individual job can be dealt with in a more informal manner. I would then send my invoice only once a month. If you so wish, I would advise you of the costs incurred when sending the translation to enable you to process this information in your billing system without delay for onward charging to your client.

PROOFREADING ENGAGEMENTS

For proofreading my prices are also based on 55 characters including spaces per line. This equals 1650 characters for 30 lines, which constitute one page. Unless the prices is influenced by other factors (rush job, high degree of complexity) I charge EUR 4.00 per page. The minimum charge is EUR 20.00.

ACCEPTANCE OF MY GENERAL TERMS AND CONDITIONS

In placing your order for a translation or for proofreading you agree to accept my General Terms and Conditions, which are available for download on my website www.bendfeldt-uebersetzungen.de. If you wish to amend or extend them, please let me know so that we can discuss this further.

Please note that under my General Terms and Conditions you are considered to have accepted the translation unless you object to the translation in writing within 10 working days. I will send you my invoice once this deadline has expired.

SUNDRY

Payment is due within 14 days. All prices are net of VAT. If applicable, VAT is charged at the statutory rate of 19%.