

# LE&T Pieter Wielick



Translations and Proofreading

## Quotation application form

	<i>Please fill in with capitals</i>
Name company	
Name contact person	
Address	
Telephone work	
Telephone mobile	
Email address	
Skype name	
Translation / Proofreading	
Number of words	
Kind of document that will be delivered	Word - Excel - PDF Other: _____
Translation	from _____ into _____
Delivery date	
Remarks (if applicable)	

Place \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

T&C's see next page

**Terms of delivery:**

The translation/proofreading shall be delivered by email to client on a date to be agreed separately after receipt of acceptance of the quotation.

**Terms of payment:**

Payment shall be made on presentation of invoice. A payment of 50% of the invoice amount shall be made in advance and a payment of 50% of the invoice amount shall be made after delivery of the translation.

A cancellation fee of 100% of the invoice amount shall be levied if the translation/proofreading is cancelled at any time after acceptance. Any liability arising from the translation/proofreading shall be limited to the amount of this invoice.

**Order number:**

Client shall furnish an order number prior to commencement of the translation/proofreading, if applicable.

**Acceptance quotation:**

Client shall accept the quotation in writing by sending an email to the translator at [pieterwielick@gmail.com](mailto:pieterwielick@gmail.com).

Acceptance of the quotation implies acceptance of the terms as stated above.