

FIRST - TRANS - LATE

Translation | Internationalization | Localization

**Price Is What You Pay.
Value Is What You Get.**
(W. Buffet)

General Information

The translation and localization industry has always been teeming with lots of vendors offering a wide range of services—at very different prices and rates. But: How to distinguish a good vendor from a bad one? And what about the best value for money?

Above all, a high standard of quality is crucial, but, of course, comes at a price. As a matter of fact, *every* translation should also include a strict quality control (QC) and stringent quality assurance (QA). Needless to say that the amount of time available for processing also plays a not insignificant role. Apart from that, it is vital that *one* project management takes care of answering queries *and* incorporating the solutions in a timely manner, i.e. an effective query management is implemented.

Commissioning First-Trans-Late means that you will get all that and also benefit from a clear price transparency, i.e. you will always know in advance the exact costs involved PRIOR to placing an order—a distinct *added* value. As language services are, however, “customized” solutions that are specially tailored to your needs in each case or on project basis, they will be calculated individually, whereas (fixed) price agreements are also possible.

Notes on Written Works

Generally speaking, the amount of work involved, and hence the rate(s) for it, depend on the following factors:

- Type of service(s)*
- Language combination(s)*
- Processing time / Deadline**
- Special requests*

As regards translations, the following must be considered*:

- Kind of text / Specialist field(s)
- Level of difficulty
- Text type and volume
- Formatting requirements / Layout
- Format of the source text
- Purpose of the target text

First-Trans-Late distinguishes between “Standard”, “Medium“ and “Difficult”, as well as PR-related, i.e. marketing texts and adaptations.

Please note that a higher rate applies for advertising copy because the sentence structure must be “adjusted” for the purpose of translation. Otherwise, the target text would not read fluently. Higher rates may also be charged for localizations due to the effort involved in such translation projects.

For further information about invoicing and remuneration, please also refer to the terms and conditions stated on the next page. They apply accordingly, and any other terms and conditions shall only be binding, if FTL has expressly acknowledged them.

* As applicable

** For rush orders (involving work during public holidays and weekends), a surcharge may be invoiced.

Pricing and Remuneration

Terms and Conditions

By placing the order, the fee amount is acknowledged by the Client upon conclusion of the contract (Commissioning) and shall be based on the scope of the respective service. If the scope is minimal, a minimum charge of € 50.00 plus the statutory sales tax (VAT), if applicable, shall be invoiced.

The scope shall be calculated for translations based on the number of standard lines (= 55 characters including punctuation marks and spaces) in the target text, per word in the source text or by (hourly) workload. When invoicing by standard lines, all translated lines under 30 characters and lines of excessive length shall be converted into standard lines. For official certifications, in other words certified copies, an additional fee shall be charged. However, the Client and FTL can in principle agree to a fixed-price offer which is deemed as accepted by the Client upon placing the order.

This pricing as set out above only refers to the translation of texts with directly usable formatting, not to the rendering of technical circuits, installation plans or similar or of source texts that can only be processed with the aid of special programs (e.g. CAD, etc.) and/or with - considerable - additional work. In such cases FTL is entitled to invoice the (additional) workload accordingly. The same applies for extensive formatting.

Due to the complexity of the creative process and/or due to the respectively different scope of transfer of copyrights, work on texts that are to be published in any form (e.g. slogans, commercials, titles, advertising adaptations, etc.) lies outside the above-mentioned fee structure. The same may apply for localizations.

Any proofreading work or similar as well as DTP and all other services will be invoiced on the basis of time (by hours) or by agreement.

First-Trans-Late is entitled to invoice a surcharge for urgent express work (associated with overtime, work during the night, public holidays or weekend work).

Interpreting services (only upon request!) will be invoiced by hourly or daily rates. The hourly rate for one hour or the daily rate for one day will be charged as the minimum fee. Each commenced hour shall count as one whole hour. Traveling times will be charged at the full hourly rate plus traveling costs and where applicable expenses. Furthermore, any additional costs incurred (travel expenses) shall be additionally invoiced unless expressly excluded.

Invoicing shall be carried out in written form and as a rule in EUR. The statutory sales tax (VAT) will be indicated if applicable.

Remuneration is due immediately after performance of the service or approval of the completed translation and, in general, within the specified statutory term of payment as from receipt of invoice without deductions. If the invoice is paid by bank transfer, any bank charges shall be exclusively borne by the Client.

First-Trans-Late is entitled to request advance payment, and the final delivery or performance of the service can also be made dependent upon prior settlement of the amount. Furthermore, in the case of large-scale projects, FTL can request reasonable periodic payments that are objectively necessary for performance. Also in this case, the final delivery or performance of the service can be made dependent on prior payment of the respective full fee. For deliveries in installments (batches), remuneration can be charged according to the delivered volume.

The remuneration covers all claims of First-Trans-Late towards the Client. However, in addition to the agreed remuneration, FTL shall also be entitled to reimbursement of any actually incurred expenses if this was expressly agreed with the Client beforehand.

If the amount of the remuneration is not agreed upon, a reasonable and customary amount with regard to the nature and difficulty of the work shall be payable. This fee will not be less than the respective rates applicable in accordance with the JVEG (*Justizvergütungs- und -entschädigungsgesetz*), the German Law on Remuneration of Witnesses and Experts.

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