|  |  |
| --- | --- |
| **PURCHASE ORDER FOR LOCALISATION INTO UK ENGLISH** | |
| Service provider’s name |  |
| Service provider’s address |  |
| VAT no. (if applicable) |  |
| Tel. |  |
| Mobile |  |
|  | |
| Client’s name |  |
| Client’s address |  |
| Client’s VAT no. (if applicable) |  |
| Client’s Tel. |  |
|  | |
| File name |  |
| Source file format |  |
| Delivery format |  |
|  | |
| Subject area |  |
| Purpose/target audience of the text |  |
| Will the text be published? If yes, on a website or in print? |  |
| Preferred style guide (if applicable) |  |
| Are any glossaries available? |  |
| Are any other background/reference materials available? |  |
| Does the text contain acronyms/abbreviations?  If yes, please provide list explaining what they stand for. |  |
| Any further details/information/requirements/preferences |  |
|  | |
| Delivery date and time |  |
| ***Delivery date and time can only be guaranteed if the purchase order is accepted within 24 hours*** | |
|  | |
| No. of words/pages |  |
| Rate per word/page/hour |  |
| Rush fee for urgent service (weekend work/short deadline): 25% |  |
| **Project price** |  |
| ***Project price includes two rounds of editing (first edit and clean-up edit); subsequent edits will be charged by hour/word as agreed*** | |
|  | |
| Payment method | Bank transfer |
| ***Payment due 30 days after invoice date*** | |
|  | |
| Terms and conditions  <http://www.iti.org.uk/attachments/category/20/Model%20Terms%20of%20Business%20-%20Translator.pdf> | |
| All your texts and correspondence will be treated in strict confidence  <https://nikkigrahamtranix.com/about/privacy-notice/> | |