

# Übersetzungsbüro Albert

Groß Kölziger Weg 2a

03159 Döbern

Germany

[info@buero-albert.com](mailto:info@buero-albert.com)



## Übersetzungsbüro Albert – General Terms and Conditions

### **1. General**

These general terms and conditions shall form the sole basis for services provided by Übersetzungsbüro Albert. Placement of an order by the client shall constitute acceptance of Übersetzungsbüro Albert's general terms and conditions. Any other terms and conditions shall require express written confirmation from Übersetzungsbüro Albert. Verbal collateral agreements shall be invalid. Deviations from, amendments or additions to these terms and conditions shall require written confirmation from Übersetzungsbüro Albert in order to be valid.

### **2. Acceptance of an Order**

Übersetzungsbüro Albert may at any time revoke or change prices and dates of delivery quoted if it has not had the opportunity - prior to quoting such details - to view the entire text to be translated or edited. The client's oral or written acceptance of the quotation submitted by Übersetzungsbüro Albert or, if no quotation is submitted, confirmation by Übersetzungsbüro Albert in writing of an order placed by the client shall constitute a contract.

### **3. Obligations**

The client is held to make available any necessary information concerning the text to be translated, including any specific terminology. The source material must be suitable for the purpose of the requested work and/or services.

### **4. Changes**

Any major changes made by the client to an order after a contract has been concluded shall entitle Übersetzungsbüro Albert either to modify the price and/or the date of delivery agreed or to refuse to execute the order.

### **5. Cancellation**

If the client for any reason cancels work which he or she has commissioned, charges will be payable for all completed work up to the cancellation date and for all other costs and expenses which may occur as a result of such cancellation.

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### **6. Force Majeure**

In case of Force Majeure (strike, lockout, industrial dispute, civil commotion, natural disaster, acts of war and any other situation which can be shown to have materially affected Übersetzungsbüro Albert's ability to deal with the commission as agreed), Übersetzungsbüro Albert shall notify the client without delay indicating the circumstances. Force Majeure shall entitle both Übersetzungsbüro Albert and the client to withdraw from the commission, but in any event, the client undertakes to pay Übersetzungsbüro Albert for work already completed.

### **7. Complaints**

The client shall be required to notify Übersetzungsbüro Albert in writing, including reasoning relating to the contents and a detailed explanation, of any complaint concerning a translation as soon as possible, but no later than ten working days following delivery. If complaints are accepted as justified, Übersetzungsbüro Albert shall verify the translation free of charge, or - subject to consultation with the client - shall offer the latter a price reduction in the amount adequate to the gravity of the committed errors.

### **8. Liability**

Übersetzungsbüro Albert shall be liable for the delivered translations up to the cost of the performed service. Übersetzungsbüro Albert shall not be liable for delays and defects due to reasons out of Übersetzungsbüro Albert's control, such as force majeure, or errors which are due to a lack in reference material or instructions provided by the client.

### **9. Payment**

Payments for all work shall be made within 30 days of invoice date unless specifically agreed otherwise in writing by Übersetzungsbüro Albert. Übersetzungsbüro Albert reserves the right to levy a service charge of 5% per month on all balances outstanding beyond the due date.

### **10. Data Protection**

Both parties are held to act in accordance with the Data Protection Laws at all times.

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### **11. Copyright**

The Copyright of the translation is the property of Übersetzungsbüro Albert and will be passed on to the client only after full payment has been made for the translation.

### **12. Governing Law**

The legal relationship between the client and Übersetzungsbüro Albert shall be governed by the German Law.