

Dear prospective client,

Due to the nature of your business operations I am taking the liberty of sending you my offer for translation services.

I am not an agency, but an individual translator providing specialized regular and sworn/certified translations in the area of finance and law (EN-FR-PL). I frequently translate statutes, articles of association of funds and companies, prospectuses and annual and semi-annual reports of Luxembourg-based SICAV funds and other funds from different jurisdictions all over the world, Pre-IPO, IPO and SPO documents, Terms of Reference for public contracts, management accounting manuals, issue prospectuses, judgments of the European Court of Justice in Luxembourg, financial statements, contracts, agreements, underwriting arrangements, terms for structured products... and many others.

**What I am able to offer and what a difference I make**

- ✓ **Qualifications and expertise** Diploma in Translation awarded by the Chartered Institute of Linguists in London (Business & Law)  
Extensive practical and field knowledge necessary to fully understand and convey the meaning of translated documents (Warsaw School of Economics, London Chamber of Commerce & Industry)  
20-year translation and interpretation experience (my own business since 1999)
- ✓ **Personal service** I am the single point of contact; no doubt who is responsible for what, who accepted an assignment, who failed to transfer a message etc. (fixed line, mobile phone, Skype, SMS, GG, Tlen, Yahoo Messenger, Jabber)
- ✓ **Confidentiality** Dedicated mail account under my own domain on my own server used exclusively for communication with clients and a controlled flow of documents
- ✓ **Availability** Very fast service (even more than 8000 words per day) while keeping an impeccable quality. For large and urgent projects I am not able to handle myself (over 8000 words per day) I have a supporting team of experienced translators (experts in their field) to help me  
Thus, timely and high-quality translation of the client's projects is always guaranteed
- ✓ **Proofreading** Every text is proofread by a native speaker (unless a given project deadline is too tight)
- ✓ **Reliability** Reliable performance acknowledged by a long list of clients (see the Appendix)
- ✓ **Terminology management** Internal consistency of translated documents thanks to application of specialist CAT and TM tools supporting translation processes  
Obligation to use a client-approved terminology  
When starting a collaboration, I need a few client-approved documents (translations) in order to compile a database and/or glossary which is going to be developed during all further projects

Please consult my pricelist, terms and conditions and selected references in the appendix attached to this proposal. More information about my services, experience, references and projects available at URL addresses stated in the footnote below.

I hope you will find my offer interesting and do not hesitate to use my services.

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### Pricelist for services

(rates per English or French word based on MS Word statistics)

(for sworn/certified translations please add EUR 0.04 per word of a source text)

Regular service	EUR 0.08
Expedited service (more than 3.000 words per day)	EUR 0.10
Express service (more than 5.000 words per day)	EUR 0.12

I try to be flexible so any client's propositions concerning terms and conditions of our cooperation are always welcomed

(VAT) invoices issued for every project or for previously agreed periods

### Selected clients who have used my services

(a complete list together with reference letters available at my website and profile pages)



Please note that I am bound by confidentiality clauses signed with a few clients therefore I am not allowed to mention their names and obviously I am not able to receive any reference letters from them

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