



Terms & Conditions: *Any work undertaken by Transcribe For You is subject to the following:*

1	<p>Pricing & Quotations</p> <p>All work will be charged in accordance with the pricing scale in force at the time of instruction. Clients will always be supplied with a quotation which will remain valid for 1 month from the date stated in the quotation.</p>
2	<p>Placing an Order</p> <p>The client places an order and agrees to these Terms & Conditions by signing and returning the quotation form by post, where a quotation form has been provided by hard copy, or by replying to the quotation email, which contains these Terms & Conditions. Transcribe For You cannot be held responsible for work sent/received by email as it cannot be guaranteed that all Internet Service Providers will deliver/receive all work, as email goes through third party servers to reach their destination. Please telephone to check that the email has been received.</p>
3	<p>Transcription</p> <p>Transcribe For You shall not be required to transcribe any matter which, in its opinion, is or may be of an illegal, libellous, offensive or blasphemous nature. Transcribe For You has the right to refuse work at our own discretion.</p> <p>Transcribe For You will not accept any responsibility for imperfect work caused by defects in material supplied by the client.</p> <p>Proofs of work carried out may be submitted for the client's approval and Transcribe For You shall incur no liability for any errors not corrected by the client in proofs so submitted. The client's alterations and additional proofs necessitated thereby shall be charged extra at the rate agreed between the client and Transcribe For You.</p> <p>Any errors in transcription identified within 72 hours of completion will be amended free of charge, however all other amendments will be charged according to current rates.</p>
4	<p>Cancellation</p> <p>Should work be suspended/cancelled at the request of the client, Transcribe For You will then be entitled to payment at the rate agreed in the quotation pro rata for work already carried out and materials specially ordered.</p>

5	<p>Payment</p> <p>Payment shall be made on completion of contracted work unless an account has been agreed i.e., for Universities, NHS Organisation, whereupon the invoice will be issued weekly. These organisations must set up a purchase order with their accounts department prior to instruction. Payment will be due within fourteen days of invoice production.</p> <p>For private individuals and overseas clients, a 25% deposit will be payable at the outset and the remaining fee charged on completion of the assignment. This shall become due immediately.</p> <p>Payment can be made by:</p> <ul style="list-style-type: none"> • Bank transfer – details shown on invoice • Cheque payable to Transcribe For You • Paypal for overseas clients will be charged an additional 4% to cover handling fees <p>Any bank charges incurred by Transcribe For You, arising from the return of unpaid cheques etc., will be the responsibility of the client.</p>
6	<p>Late Settlement Policy</p> <p>Where invoices remain outstanding beyond the due settlement date, the following procedure will apply:</p> <ul style="list-style-type: none"> • If it is necessary for Transcribe For You to issue reminders for payments outstanding after the due date, a fee will be added to the invoice total on each occasion to cover administration. • Any invoices which remain outstanding 30 days from invoice production shall automatically be subject to a monthly interest charge of the Bank of England base rate plus 8% of the balance due at the time (including any late payment reminder fees), until the date payment reaches our account.
7	<p>Confidentiality</p> <p>If required, a Confidentiality Agreement can be forwarded on request, either by Transcribe For You or by the client.</p> <p>Copies of all work completed by Transcribe For You will be held for a period of 6 months and then will be deleted from our system.</p>
8	<p>Copyright</p> <p>The client shall be responsible for obtaining all necessary authority to reproduce text and any other material. A copy of such authorisation shall be provided by the client to Transcribe For You on request.</p> <p>Transcribe For You shall be indemnified by the client in respect of any claims, costs and expenses arising out of any libellous matter or any infringement of copyright, patent, design of or any other proprietary or personal rights contained in any material transcribed for the client.</p>