

TRANSLATION PRICES AND GENERAL TERMS AND CONDITIONS



Translation price of 1 page (1800 characters)

VAT 0%,
EUR

VAT 21%,
EUR

Medium complexity translations

to/from English and Russian	13.36	16.17
to/from Belarusian, French, Estonian, Italian, Lithuanian, Polish, German, Finnish, Ukrainian, etc.	17.70	21.42
to/from Spanish, Esperanto	20.02	24.22
to/from rare languages	40.32	48.79

Medium-high complexity translations, medium complexity translations notarised or translator-certified

to/from English and Russian	16.08	19.46
to/from Belarusian, French, Estonian, Italian, Lithuanian, Polish, German, Finnish, Ukrainian, etc.	20.02	24.22
to/from Spanish, Esperanto	22.60	27.35
to/from rare languages	48.76	59.00

High complexity translations, medium-high complexity translations notarised or translator-certified

to/from English and Russian	18.80-26.96	22.75-32.62
to/from Belarusian, French, Estonian, Italian, Lithuanian, Polish, German, Finnish, Ukrainian, etc.	22.34-29.28	27.03-35.43
to/from Spanish, Esperanto	25.34-33.92	30.66-41.04
to/from rare languages	57.14-68.13	69.14-82.44

High complexity translations notarised or translator-certified

to/from English and Russian	22.01-31.33	26.63-37.91
to/from Belarusian, French, Estonian, Italian, Lithuanian, Polish, German, Finnish, Ukrainian, etc.	26.02-34.19	31.48-41.37
to/from Spanish, Esperanto	29.70-40.04	35.94-48.45
to/from rare languages	-	-

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Translation of documents with notarisation

	VAT 0%, EUR	VAT 21%, EUR
One document (up to 1 page) with notarisation, from English or Russian, with the original	35.14	42.52
One document (up to 1 page) with notarisation, from English or Russian, with a copy	38.53	46.62
One document (up to 1 page) with notarisation, to English or Russian, with the original	42.27	51.15
One document (up to 1 page) with notarisation, to English or Russian, with a copy	45.66	55.25

One document (up to 1 page) with notarisation, from Belarusian, French, Estonian, Italian, Lithuanian, Polish, German, Finnish, Ukrainian, etc., with the original	39.14	47.36
One document (up to 1 page) with notarisation, from Belarusian, French, Estonian, Italian, Lithuanian, Polish, German, Finnish, Ukrainian, etc., with a copy	42.53	51.46
One document (up to 1 page) with notarisation, to Belarusian, French, Estonian, Italian, Lithuanian, Polish, German, Finnish, Ukrainian, etc., with the original	39.14	47.36
One document (up to 1 page) with notarisation, to Belarusian, French, Estonian, Italian, Lithuanian, Polish, German, Finnish, Ukrainian, etc., with a copy	42.53	51.46

One document (up to 1 page) with notarisation, from Spanish, Esperanto, etc., with the original	41.52	50.24
One document (up to 1 page) with notarisation, from Spanish, Esperanto, etc., with a copy	44.90	54.33
One document (up to 1 page) with notarisation, to Spanish, Esperanto, etc., with the original	41.52	50.24
One document (up to 1 page) with notarisation, to Spanish, Esperanto, etc., with a copy	44.90	54.33

The price of each notarised copy page is (in Latvian)	3.91	4.73
The price of each notarised copy page is (in any foreign language)	5.58	6.75

If the document exceeds 1 page (1800 characters), then the price of notarised translation is calculated as follows: the number of text pages × the corresponding translation rate

+ **EUR 26.15** (21.61, if VAT is 0%) for notarisation of the entire document (to Latvian); or

+ **EUR 34.19** (28.26, if VAT is 0%) for notarisation of the entire document (to any foreign language)

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Translator-certified translations

	VAT 0%, EUR	VAT 21%, EUR
One document (up to 1 page) translator-certified to/from English and Russian	16.90	20.45
One document (up to 1 page) translator-certified to/from Belarusian, French, Estonian, Italian, Lithuanian, Polish, German, Finnish, Ukrainian, etc.	20.02	24.22
One document (up to 1 page) translator-certified to/from Spanish, Esperanto, etc.	22.34	27.03

If the document exceeds 1 page (1800 characters), then the price of a translator-certified translation is calculated as follows: the number of text pages × the corresponding translation rate + **EUR 8.54** (EUR 7.06 in the case of 0% VAT) for certification of the entire document.

Order completion time: orders are completed counting 5 pages per client per day (to/from English and Russian), and 3 pages per day for other languages and for translations of high complexity texts. Orders may be completed faster and/or out of sequence for special rates: 1) express (30%, if the translation amount exceeds 5 pages per day to/from English and Russian or 3 pages per day to/from other languages and for high complexity translations), 2) urgent (60%, if the translation amount exceeds 10 pages per day to/from English and Russian or 6 pages per day to/from other languages and for high complexity translations), 3) super-urgent (120%, if the translation amount exceeds 20 pages per day to/from English and Russian or 12 pages per day to/from other languages and for high complexity translations).

Discount on large orders: 5%, if the volume of one single order, before calculation of the 21% VAT, exceeds EUR 700. The discount applies only to orders completed in the normal timing (without acceleration). One single order means one text (file), or a set of texts (files) submitted to us simultaneously, on one subject, corresponding to a single complexity level, in one language and for translation into another (one) language.

Other services

Arrangement (formatting) of translation parallel with the original text (in a table): EUR 2.41 (EUR 1.99, if VAT 0%) for each standard page (counting the number of standard pages in the translated text).

For completion of similar texts (standard format contracts, power of attorneys, instructions, certificates etc.) and for introducing changes to texts already translated by us, for proofreading and editing texts submitted by the client, the price is calculated according to the amount of work involved, but not less than 30% of the price for the respective complexity level and language. For translation of track changes or separate fragments within a text, payment is charged as for the next higher complexity level because these are more time-consuming. The charge for deletion of fragments of text according to track changes or highlights is 20% of the next higher complexity level.

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Translation amount. The number of standard pages (1800 characters with spaces) in a text is calculated in *MS Word* by using the command *Word count* (under *tools*) and counting the number of characters with spaces, plus the number of paragraphs. The total number of pages is worked out by dividing the result of that count by 1,800.

Complexity levels of translations

Medium complexity texts (2nd level):

- a) General texts with some special/sector-specific terms, incl. popular scientific articles in various fields, historical, social, humanitarian sciences texts; simple legal texts; documents and letters issued by state and municipal authorities and institutions; advertising, promotional and PR texts; accounting, economic, insurance and financial texts; literary texts, etc.;
- b) 1st complexity level texts with additional formatting and arrangement elements (including tables), texts that are difficult to read or hand-written, texts including many numerals, symbols, etc.;
- c) 1st complexity level texts with notarisation or translator-certified.

Medium-high complexity texts (2nd/3rd level):

These are texts of a complexity level between medium and high, including such legal texts as statements of claim, court rulings, legal opinions, applications, submissions; loan, assignment, pledge, mortgage, leasing, advertising and other contracts, including extended purchase-sale, procurement, lease, employment contracts, as well as legal texts with additional terminology (insurance, accounting, technical etc.). The rates of medium-high complexity translations are also applied to 2nd level translations with notarisation or translator-certified.

High complexity texts (3rd level):

- a) Texts which include special terms, including high complexity legal texts (facility agreements, credit agreements, insurance, franchise agreements; court rulings and other documents; legal and expert opinions, etc.); technical texts; texts in various scientific fields including medicine, architecture, biology etc.; as well as texts whose translation requires the use of significant additional resources (lists of special terms, legislation, materials from the press and the internet, consultations with experts or the client, other translations, etc.);
- b) 2nd complexity level texts with additional formatting and arrangement elements (including tables), texts that are difficult to read or hand-written, texts including many numerals, symbols, etc.;
- c) Medium-high complexity translations with notarisation or certification with translator's signature;
- d) Completion of translations in other programs, apart from Word (Excel, PowerPoint, etc.).

High complexity translations with notarisation or certification with translator's signature

If high complexity translations need to be certified, we proofread and check them additionally, therefore a separate rate is applied to such specially labour-consuming translations.

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Other conditions

Documents are accepted in electronic format or on paper (incl. by fax). Translations are prepared in the *Word* editing program. In separate cases translations can be prepared in *Excel* or other programs for payment not less than for high complexity (3rd level) translations or otherwise under a separate agreement with the client, considering the amount of work involved.

Translations are sent by e-mail or delivered to the client personally at our office.

The smallest volume of a single translation order is half (1/2) a page, if the quantity of text is up to 900 characters. If the quantity exceeds 900 characters, it is considered as 1 full page.

If the text to be translated is in two or more different languages and if it is impossible to simply divide the text into two or more separate parts/orders (mixed text), the rate of the more expensive translation applies.

Texts that contain personal insults, offensive or demeaning descriptions of any person, political, ethnic, racial or religious group, texts that incite racial, ethnic, religious or political intolerance, violence, terrorism or other forms of extremism are not accepted for translation. We reserve the right to decide according to our judgment whether a text includes the stated ideas or descriptions.

Confidentiality

We do not disclose any information about translation orders and/or clients to any person or organization, except and only to the extent such information is requested by Latvian law enforcement agencies in accordance with the applicable legislation.

Personal data are processed in accordance with the requirements of the Latvian law and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

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