

# Timothy Friese

## *Translator*

### **Policies**

#### *Confidentiality*

Rest assured that I will never share your document or any part of it with anyone, except in two cases: 1) I may use the service of a colleague translator as a proofreader, who in turn also guarantees full confidentiality; 2) I may use a non-identifying paragraph or section as a translation sample on this website or in communications with other clients.

If either of these cases is not acceptable, please inform me of the confidentiality terms you need via e-mail or when requesting your quote, and I will be happy to comply.

#### *Payment*

Payment is due within 30 days of receipt of invoice unless another date is agreed upon. Requests for other payment terms must be made when requesting a quote.

#### *Job Cancellation*

Any job cancelled by the client between confirmation and the delivery deadline is to be paid at a rate of \$50 plus the portion of the job completed (on a per-word or per-page basis according to the quote), but never more than the job quote.