



34/35 Station Approach  
West Byfleet  
Surrey  
KT14 6NF

Tel: 01932 332332  
Fax: 01932 332330  
email: [info@sbc-co.com](mailto:info@sbc-co.com)

## STANDARD CONDITIONS OF SERVICE

- 1 All work carried out by Central Resources (UK) Limited trading as SBC (hereinafter referred to as SBC) is in accordance with these conditions unless otherwise agreed in writing.
- 2 In the absence of written instructions to the contrary the work will be translated for information and understanding only which is of a high enough standard for use in general correspondence. A translation for any purpose requiring a higher level of accuracy may be subject to a surcharge.

Should a client wish to use a translation for a purpose other than that for which it was originally supplied the client shall obtain confirmation from SBC that the translation is suitable for the intended new purpose. SBC reserves the right to amend and adapt the previously supplied translation, if necessary, for the new purpose and for which a further charge will be made. No liability will be accepted for any translation used for a purpose not disclosed to SBC on submission of the work for translation. The client shall indemnify SBC against any loss in goodwill or otherwise arising from a use of the translation which is not to the purpose for which it was originally supplied.

Whilst SBC undertakes to use its best endeavours to produce an accurate and idiomatic translation of the client's original text, a translation may read differently from the original writing. It is essential that material required for advertising or promotional purposes is checked by the client's agent, affiliate or representative in the target country. No liability will be accepted by SBC for any lack of advertising or sales impact or loss resulting therefrom. When a translation is to be typeset it is necessary that the proofreading is carried out by a competent linguist. This can be arranged at a nominal cost.

SBC shall be under no obligation to correct or indicate errors in the original language.

- 3 Verbal quotations are not binding. They are given for guidance only.

Written quotations remain valid for 30 days from date of quotation. The cost of the quotation is based upon the number of words in either the original or the translated text, or as per our quotation.

Work cancelled or postponed prior to completion shall be chargeable in accordance with any quotation or if none in accordance with SBC's scale of charges together with all costs and disbursements incurred by SBC on behalf of the client.

All accounts are due on completion of the work. Without prejudice to SBC's other rights, a service charge of 2% per month will be made on all accounts outstanding beyond the due date and will be added to these accounts.

If because of circumstances beyond its control SBC is unable to complete any contract, payments shall be made by the client for the work done. No liability shall fall on SBC for failure to complete the contract.

- 4 All documents are sent to SBC and handled by SBC at the client's risk. SBC accepts no liability for loss or damage to documents or for any consequential loss or damage. Delivery of a translation shall be deemed to be on the date of posting or delivery to a carrier as the case may be.
- 5 SBC will complete a translation with all reasonable speed but dates or periods given for completion of work are an estimate for guidance only and unless agreed in writing not binding on SBC. Liability for the failure by SBC to meet a deadline previously agreed by them in writing shall be limited to the cost of translation and shall not extend to cover any consequential loss.

No liability whatsoever shall be incurred by SBC for errors in any translation required by a date which precludes proper checking and editing.

- 6 The client warrants that he is the copyright owner of material submitted for translation or is licensed by the copyright owner to obtain a translation and will indemnify SBC its servants and agents against liability for infringement of copyright patent or design or any other third party claim.