

Settlement procedures for regular customers

The current status of our general price list can always be found on our website at www.proofreading.de under the **prices** menu item. For our regular customers, however, we also offer the following simplified and extremely favourable conditions:

Monthly settlement

The processed projects are not invoiced separately, instead you receive a monthly statement with a list of individual projects and the number of hours worked. For monthly orders of less than three hours, a single handling charge of €20.00 applies for the month concerned (normally charged with every order below the three-hour limit).

We reserve the right to reduce the intervals between issuing statements, depending on the number of orders (to every two weeks, for example).

No fast-service surcharge, preferential treatment

As an additional special condition for our regular customers we waive our fast-service surcharge for proofreading in German. Projects for regular customers are also given preferential treatment so, as a rule, small projects can be corrected and returned on the same day.

Proofreading in languages other than German / Translations

Proofreading in other languages or translations are also listed and calculated in the monthly account. This is based on the number of hours required, but without a minimum order volume or surcharge for small projects. We may have to make surcharges for fast service as necessary, however.

We are always happy to answer any questions you have about our settlement of accounts procedures.

With best wishes from the Westerwald,

