I. Preliminary Provisions

1. The present GTCs form an integral part of the agreement between the contractor and the client.

2. For the purposes of the present GTCs, Skrivanek s.r.o., with its registered office, Na dolinách 153/2, Postcode 140 00, ID No. 60715235, entered in the Commercial Register maintained by the Municipal Court in Prague, File C, Insert 232789

3. 1.2.1. fax messages (hereinafter referred to as faxes)

3.1.2. contractor's electronic order forms (hereinafter also referred to as a document and/or written form

3.2. the purpose of the day or time of delivery shall be, for documents sent to the contractor in written form, in the form of a text message.

3.3. 1.4.1. an electronic signature effected using the procedure

3.4. 1.3. contractor's electronic order forms (hereinafter also referred to as faxes)

3.5. 1.1. fax messages (hereinafter referred to as faxes)

3.6. For the purposes of the present GTCs, acts made in writing (hereinafter referred to as a document and/or written form and/or in writing) include the following, in addition to documents:

3.7. In the case of interpreting, by confirming a written interpreting

3.8. 2.6. a contact person for communication with the client

3.9. 2.7. the purpose of the job. Unless an order specifies the purpose

3.10. 2.8. whether the job will be used for print, in which case the

II. Written Form of Acts, and Delivery

4.1. The contractor provides their services to the client via their employees and/or their representatives.

4.2. on receiving documents forming the basis for the job to be

4.3. 1.1. fax messages (hereinafter referred to as faxes)

4.4. 1.2. electronic mail (hereinafter also referred to as e-mails)

4.5. 1.3. contractor's electronic order forms (hereinafter also referred to as e-mails)

4.6. 1.4.2. the job order is dispatched by the contractor, which,

4.7. 1.4.1. electronic signatures (hereinafter referred to as e-signatures)

4.8. In order to comply with the legal requirements for electronic signatures, the electronic signature shall be originally created, namely in the form of a fax, in accordance with the relevant legal provisions. The electronic signature shall be considered as an original signature, if:

4.9. 1.5. the e-mail address given in the contract, for documents in the form of an e-mail

4.10. 1.4. the e-mail address given in the contract, for documents in the form of an e-mail

4.11. 1.6. orders containing the essential specifications of the present GTCs must be sent by the sender, or delivered

IV. Service Provision (Job Completion)

7. 1.2.1. 20% of the price of the job, if the contractor has not yet

7.1. 1.1. fax messages (hereinafter referred to as faxes)

7.2. 1.2. by a written notice served by the client, whereby the client will

7.3. 1.3. contractor's electronic order forms (hereinafter also referred to as faxes)

7.4. 1.4. the e-mail address given in the contract, for documents in the form of an e-mail

7.5. 1.5. the e-mail address given in the contract, for documents in the form of an e-mail

7.6. 1.6. orders containing the essential specifications of the present GTCs must be sent by the sender, or delivered
The client must apply any defect liability claims with the contract will be finally resolved by the substantively expert opinion, the dispute arising from or in connection related to the selected interpreter. The client may demand a discount on the price of the service, the amount of which may not exceed the price of the service.

2. The client must transmit to the contractor any background information related to the source text, as well as data relating to the receivables. The client shall bear all costs (including any advance payment) incurred by the contractor's costs, and the final price will be determined in accordance with the contract on the effective date thereof, at all times on the last day of each month.

3. The price list of the contractor's concerned establishment becomes an integral part of the contract on the effective date thereof, and it will be used as the basis for charging all services rendered under the contracts concluded from that date on.

4. For individual jobs, the invoicing will take place on the date of the taxable supply, and thus the tax invoice will be sent to the client. Unless the source text meets the above-mentioned conditions, the contractor is not responsible for the accuracy of the translation and may not be held accountable for any direct and/or indirect loss suffered by the client as a result of the translation and may not be held accountable for any damages consequences resulting from an infringement of any copyright regulations or other regulations related to intellectual properties, including a full subsistence allowance as per the relevant legal regulations in force.

5. Where the client is late with a payment due to the contractor against a tax document for a partial or a full advance payment, with regard to the date indicated therein, and/or if the tax document is late, any amount due for more than 30 days from its maturity date, the contractor may suspend further service provisions to the client, including the contract, and/or terminate the contract, and/or demand the security of their existing and future receivables from the client, where the contractor decides whether to any jobs currently being processed, without the contractor's express written consent.

6. If such contract occurs between the client and the translator or interpreter, the contractor may suspend further service provisions or immediately terminate the contract and demand the security of their existing and future receivables from the client, where the contractor decides whether to

XI. Special Provisions

1. The contractor shall not be held accountable for any consequences resulting from an infringement of any copyright regulations or other regulations related to intellectual properties, including a full subsistence allowance as per the relevant legal regulations in force.

2. The client warrants to the contractor that any claims raised by authors of the text the client has submitted to the contractor in connection with the rendered service, which may be resolved by the contractor's costs incurred in connection with the interpretation or translating of such text in connection with the rendered service, which may be resolved by the contractor's costs incurred in connection with the interpretation or translating of such text in question, the contractor shall be entitled to demand the client to pay the agreed price in a timely manner, or that the client has entered into liquidation and/or has become a debtor in an insolvency as provided by any other relevant laws.

3. The client must not contact the translator or interpreter regarding any commercial matters, especially those related to any jobs currently being processed, without the contractor's express written consent.

4. If such contract occurs between the client and the translator or interpreter, the contractor may suspend further service provisions to the client, including the contract, and/or terminate the contract, and/or demand the security of their existing and future receivables from the client, where the contractor decides whether

5. The contractor shall be held accountable for any consequences resulting from an infringement of any copyright regulations or other regulations related to intellectual properties, including a full subsistence allowance as per the relevant legal regulations in force.

6. If such contract occurs between the client and the translator or interpreter, the contractor may suspend further service provisions to the client, including the contract, and/or terminate the contract, and/or demand the security of their existing and future receivables from the client, where the contractor decides whether

7. The client may suspend work on any services until such time as the client supplies a new text, clarification, or instructions, it being understood that the completion deadline with regard to the task stated in the contract shall be extended by the contractor.

8. The contractor may inform the client without undue delay once they identify any of the below situations that have not been received, and/or that have not been received, and/or that have not been received, and/or

9. The contractor shall inform the client without undue delay once they identify any of the below situations that have not been received, and/or that have not been received, and/or that have not been received, and/or

10. The contractor shall inform the client without undue delay once they identify any of the below situations that have not been received, and/or that have not been received, and/or that have not been received, and/or

11. The contractor shall inform the client without undue delay once they identify any of the below situations that have not been received, and/or that have not been received, and/or that have not been received, and/or

12. The contractor shall inform the client without undue delay once they identify any of the below situations that have not been received, and/or that have not been received, and/or that have not been received, and/or
XI. Consent to the Processing of Personal Data and Consent to Being Sent Commercial Communications

1. The contractor collects and maintains an updated database on their customers, including the client, that contains personal data (including dates of birth and birth certificate numbers, where applicable), and identification and operating data. The contractor may process these data either manually or using automated means, directly or via third parties, and use such data in keeping with the legislation in force for the purposes specified or permitted by the legislation, for the purposes of performing contracts, protecting their interests and for other purposes as agreed.

2. By placing their order and/or concluding a contract, the client expresses their consent to the processing of their personal data, i.e., the client consents to the contractor, as a data administrator within the meaning of Act No. 101/2000 Coll., on the protection of personal data, processing any personal data they may obtain in connection with the contract and the performance thereof, within the scope in which the data are provided in the contract and/or the base documents intended for the service provision and/or in which the client will subsequently provide such data to the contractor as part of the performance of the contract.

3. The contractor will primarily use the data for the agreed purposes, for the purposes of performing the contract and, to a reasonable extent, for the purpose of presenting themselves to their own customers and partners, unless the client expressly stipulates otherwise as may be the case on a case-by-case basis.

4. By placing an order and/or concluding a contract, the client grants their consent to the contractor sending or submitting commercial communications to the client and informing them of products originating from the contractor's offer and the offer of their subsidiary and cooperating companies, offering such products to them and, where relevant, surveying their satisfaction with existing products.

5. The client understands they may rescind the consent(s) referred to above, which is(are) granted for an indefinite term, at any time in writing without indicating a reason; however, they may not do so in a way that could hamper or render impossible the existing cooperation.

XII. Termination

1. A contract may be terminated using the methods specified by the applicable legislation and/or those defined under the contract and/or the present GTCs.

2. An indefinite-term contract may be terminated by either party. The notice period is 3 months, starting on the first day of the month following delivery of the notice. Even after the lapse of the notice period, the contractor is obliged to complete any jobs-in-progress subject to the conditions laid down under the contract and any individual specific contract, and the client must receive and pay for such jobs.

XIII. Final Provisions

1. Unless otherwise stipulated under any contract and the present GTCs, the contractual relationship with the client shall be governed by the relevant provisions of Act No. 89/2012 Coll., the Civil Code, and other applicable legal regulations, as well as, regardless of whether they are attached to the contractual text or not, the following documents:

   1.1. the present General Terms and Conditions

   1.2. the contractor's price lists.

   By signing a contract, the client confirms they are familiar with the content of all of the aforementioned documents as well as any other documents referred to elsewhere under the present GTCs.

2. The contractor may amend or add to the wording of the present GTCs. This provision is without prejudice to any rights and obligations that resulted from the previous version of the GTCs during the effective period thereof. The current version of the GTCs, as in force and effect, applicable to the client is accessible on the contractor's website. Any amendments or additions to the present GTCs take effect on the date of issue of the current GTCs and on the date of publication thereof on the contractor's website.

3. If the price lists or the GTCs are amended, the contractor must notify the client thereof before the effective date of the new version of the document in an appropriate manner, which particularly includes:

   3.1. publication of the text on the contractor's website at www.skrivanek.cz

   3.2. sending a notice regarding the publication of the updated text to the client's correspondence address, at the client's e-mail address

   3.3. sending the updated text to the client's e-mail address

   3.4. sending the updated text in paper format to the client's correspondence address, at the contractor's discretion.

4. Either party is obliged to notify the other party of any change in the data given in the heading of the contract, e.g., a change in the correspondence address, phone numbers, etc., without undue delay.

5. The text of the present GTCs is binding upon the parties.

6. The present GTCs take effect on 1 April 2017.

Pavel Skrivanek, Managing Director