

Dream Coordination Office LLC

Terms & Conditions

A. Translation

Fees

Translations are charged according to the number of characters per line of the translated document. A line of translation is equal to 55 characters including spaces between words or characters. This number of characters is based on a standard page of 60 characters and 30 lines.

The fee includes the translation of the text, per contract agreement, into English, and sufficient editing of the text by a Dream Coordination Office LLC translator. The translation is to be delivered (emailed) within a reasonable period as agreed upon by the Client and translator. Additional services such as priority ('rush jobs'), additional research required for the translation, such as may appear in bibliographies and endnotes, layout, creation of tables or graphics, shall be charged according to a rate agreed upon by the translator and client before beginning the translation or the start of the contract, whichever applies.

Payment

Payments are due within 21 days / 3 weeks of receipt of the invoice.

Delivery of service

The dates for delivery of service are binding if Dream Coordination Office LLC has agreed in written form. If the Client does not deliver information that is essential for completing the translation within an agreed-upon date, or should the Client fail to meet the mutually agreed-upon date of delivery, the delivery date shall be considered non-binding.

Guarantee

Should the Client find the translation performed by a Dream Coordination Office LLC translator to be objectionable, the Client must contact the translator to clarify the objection. The Dream Coordination Office LLC translator is entitled to deliver at least two corrected versions of the translation within an agreed-upon period. Should the result still fail to meet the expectations assumed in the prior contractual agreement, the Client may cancel the contract and adjust the fee. If the translator has made every effort to satisfy the Client's expectation and the translation has been completed, up to 80% of the originally quoted fee may be charged. If the translation is not completed, full fees for the lines of translation completed shall be charged.

After a Dream Coordination Office LLC translator has accepted a contract for translation, any additionally changes in the German text by the author or client after the date of the verbal or written contract may be considered in the fees for the total amount of the translation.

If the contract fails to be honored by the Client, any services rendered by a Dream Coordination

Office LLC translator shall be charged up to the date of the breach of contract.

Unless otherwise agreed, copyright for the translation lies with the Dream Coordination Office LLC translator. Changes to a translation are to be carried out with the full understanding and agreement of the translator in every case.

Should the translation completed by a Dream Coordination Office LLC translator be published, credit is to be given to the translator or translators, generally by listing the name of the translator(s) in the colophon of the book or through the appropriate byline.

It is asked that the Client make known to the Dream Coordination Office LLC translator of publication of the translated text within a year of the publication of the work, and in a timely manner for future editions and or reprints of the translated text.

The present terms and conditions apply in as far as no other written agreements have been made containing different terms and conditions.

Translations protected by the US Copyright Office.

B. Editing

Dream Coordination Office LLC will work to the best of its ability to improve the accuracy, consistency and clarity of the document/s supplied by the Client. However, we accept no responsibility for any misunderstandings or litigation due to mistakes in the content of the Client's original work.

Dream Coordination Office LLC reserves the right to refuse work, or stop work, on any text deemed to be either in whole or in part: offensive, defamatory, liable to cause harm to the reader, illegal or in breach of copyright.

All edited/proofread material remains the property of the Client.

Dream Coordination Office LLC retains the Client's details for the sole purpose of doing business. The Client's details will be kept confidential and will not be passed on to a third party. The Client agrees that Dream Coordination Office LLC may use the Client's name in promotional material.

The content of the Client's edited/proofread work will not be reproduced, disclosed or distributed, except with the Client's prior permission. A copy of the Client's work will be kept after completion/publication unless directed otherwise.

Fees

Quotations of service costs are estimates only and Dream Coordination Office LLC retains the right to adjust the amount when the actual document has been seen. The Dream Coordination Office copyeditor may determine a per page or per hour rate. A page is equivalent to 1800 characters including spaces. If the total cost of the service is under an amount that is profitable for Dream Coordination Office LLC, the Client may be asked to commit to future work and thus a future billing date for services rendered. Otherwise, a minimum fee of EUR 50 or USD 60 may

be charged to the Client.

Payment

Payment of invoice on the return of completed work is requested within 21 days or 3 weeks. Payment may be by bank transfer or PayPal (credit/debit card). In the event of any queries about the completed work or difficulties in paying the invoice please contact Dream Coordination Office LLC immediately so that a solution can be negotiated.

Dream Coordination Office LLC reserves the right to charge late-payment interest and late-payment compensation (8% + base rate) on outstanding invoices 30 days after issue.

Delivery of Service / Cancellations:

The Client or Dream Coordination Office LLC may cancel work at any time if the content breaches the terms detailed above, but the Client is liable for charges associated with any work completed up until that point. In the event that Dream Coordination Office LLC is unable to complete the work within the agreed time limit due to circumstances beyond its control, the Client will be notified immediately.

C. Reviews, Comments, Emails & Other Content

Visitors to Dream Coordination Office LLC's website may post reviews, comments, and other content: and submit suggestions, ideas, comments, questions, or other information, so long as the content is not illegal, obscene, threatening, defamatory, invasive of privacy, infringing of intellectual property rights, or otherwise injurious to third parties or objectionable and does not consist of or contain software viruses, political campaigning, commercial solicitation, chain letters, mass mailings, or any form of "spam." You may not use a false e-mail address, impersonate any person or entity, or otherwise mislead as to the origin of a card or other content. Dream Coordination Office LLC reserves the right (but not the obligation) to remove or edit such content. If you do post content or submit material, and unless we indicate otherwise, you grant Dream Coordination Office LLC and its associates a nonexclusive, royalty-free, perpetual, irrevocable right to use, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, and display such content throughout the world in any media. You grant Dream Coordination Office LLC and its associates the right to use the name that you submit in connection with such content, if they choose. You represent and warrant that you own or otherwise control all of the rights to the content that you post: that the content is accurate: that use of the content you supply does not violate this policy and will not cause injury to any person or entity: and that you will indemnify Dream Coordination Office LLC or its associates for all claims resulting from content you supply.

D. General Contract Terms (for translation and copyediting)

- 1 These terms & conditions apply to any work done for the Client by Dream Coordination Office LLC.
- 2 Dream Coordination Office LLC will provide service(s) as mutually agreed, confirmed in writing by the Client.
- 3 Dream Coordination Office LLC confirms that it is responsible for its own income tax and

will report any income from the Client.

- 4 Dream Coordination Office LLC agrees to attend the Client's meetings via electronic services such as google voice, skype, or facetime; excessive time spent and agreed reasonable expenses incurred to be reimbursed by the Client, per prior written agreement.
- 5 The Client will reimburse Dream Coordination Office LLC for agreed reasonable expenses over and above usual expenses incurred in the process of editorial work, fact checking or finding bibliographic data, e.g. English quotations corresponding with a German translation, especially research of books not digitally available.
- 6 The Client will pay Dream Coordination Office LLC a fee per hour *OR* per printed page *OR* an agreed flat fee for services rendered.
- 7 The completed work will be delivered in a timely way, for the agreed fee, which will be based on the description of the work required and the brief, both supplied by the Client.
- 8 If, however, upon receipt of the item to be worked on or at an early stage, it becomes apparent that significantly more work is required than had been anticipated in the preliminary discussion, Dream Coordination Office LLC may renegotiate the fee and/or the deadline. Similarly, if, during the term of Dream Coordination Office LLC, the Client requests additional tasks, Dream Coordination Office LLC may renegotiate the fee and/or the deadline.
- 9 If the project is lengthy, Dream Coordination Office LLC may invoice periodically for completed stages.
- 10 The nature and content of the work will be kept confidential and not made known to anyone other than the Client and its contractors until completion or publication of the work. In cases where Dream Coordination Office LLC or the owners thereof (Lisa Rosenblatt and Charlotte Eckler) receive a credit in a published work, and where Dream Coordination Office LLC's role in the publication is publically known, Dream Coordination Office LLC may use the Client's name in promotional material.
- 11 Dream Coordination Office LLC guarantees that any work subcontracted on behalf of the Client is agreed upon in advance and is completed to the same standard, schedule and budget and with the same conditions of confidentiality.
- 12 If Dream Coordination Office LLC work is unsatisfactory, Dream Coordination Office LLC will rectify it in its own time and expense.
- 13 Unless agreed otherwise at the outset, payment will be made within 21 days (3 weeks) of receipt of Dream Coordination Office LLC's invoice.
- 14 Dream Coordination Office LLC may keep on record such information (e.g., contact details) as is necessary. Either may view the other's records to ensure that they are relevant, correct and up to date.
- 15 Either the Client or Dream Coordination Office LLC has the right to terminate a contract for services if there is a serious breach of its terms.
- 16 This agreement is subject to Austrian Law and United States laws.

This contract is made between a business owner of Dream Coordination Office LLC:

and the Client: _____

Date: _____