

**Dear prospective client,**

I'm taking the liberty of sending you my offer for freelance translation services.

**What I am able to offer and what a difference I make:**

Diploma in Translation awarded by the Chartered Institute of Linguists in London  
(specialization: Business and Law)

\* \* \*

expert regular and sworn/certified financial & legal translations from English into Polish and from  
Polish into English

\* \* \*

extensive practical and field knowledge necessary to fully understand and convey the meaning of  
translated documents (Warsaw School of Economics, London Chamber of Commerce & Industry)

\* \* \*

10-year translation and interpretation experience (since 1999 as a freelancer)

\* \* \*

competitive rates (see the pricelist below) and fast service (even more than 8000 words per day),  
while keeping an impeccable quality

\* \* \*

consistency of translated documents thanks to application of specialist CAT and TM tools supporting  
a translation process

\* \* \*

continuous communication with my clients in order to fully adjust to their requirements

\* \* \*

reliable performance acknowledged by a long list of clients (see below)

\* \* \*

EU VAT ID

(Note to European clients: If you also have the EU VAT registration I will not add any VAT on top of my rate)

\* \* \*

**Pricelist\***

(rates per word of a source text based on MS Word statistics)

Regular service	EUR 0.07
Expedited service (more than 3,000 words per day)	EUR 0.10
Express service (more than 5,000 words per day)	EUR 0.13

\* I try to be flexible so any client's propositions concerning terms and conditions of our cooperation are always welcomed

**Clients who have used my services**

(a complete list together with reference letters available at [www.translatea.com](http://www.translatea.com))

Polish clients	International clients
Intertext	European Translation & Language Services Ltd. – UK
LIDEX Sp. z o.o.	RR Donnelley – United Kingdom/United States/Luxembourg
LU Polska S.A.	Assistants Record International – France
Macrosoft S.A.	The Language Bank Inc. – US
Palabra Sp. z o.o.	Central Europe Trust Ltd. – UK
Lacrosse Language Consultancy	CCJK Technologies – Singapore
Scania Polska S.A.	Merrill Brink International – Ireland/US
Deloitte & Touche Audit Services Sp. z o.o.	Language Networks B.V. – Holland
Europejski Instytut Zarządzania Sp. z o.o.	Tranflex AB – Sweden
Kancelaria Prawnicza "Prokurent"	London Translations – UK
Kaznowski & Associates	Quality Translations – Israel
Kontekst s.c.	A Business World – France
White & Case	Temple Translations – UK
ZT Awangarda Sp. z o.o.	Oce Translations – China
Business Assistance Service	Inter Office Ltd. – Israel
SDL Poland	New Global Corp.- Canada/US/Spain

More information about my services, experience, references and projects at <http://www.translatea.com>

I hope you will find my offer interesting and do not hesitate to use my services.