



Jitka Prokopová
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Order form

<p>Customer:</p> <p>Company:</p> <p>Invoice address:</p> <p>Id. Number:</p> <p>Tax Id. Number:</p> <p>Correspondence address: (the same as the invoice)</p> <p>Contact person:</p> <p>Telephone:</p> <p>E-mail:</p>	<p>Contractor:</p> <p>Jitka Prokopová – Translation Agency Loggos</p> <p>Krasnoarmejců 3/2091</p> <p>700 30 Ostrava - Zábřeh</p> <p>Czech Republic</p> <p>Id. Number: 74640267</p>
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The customer claims that he abides by and agrees with The general commercial conditions and The price list of the contractor which are placed on www.loggos.eu and he/she is obliged hereby to order:

The subject of the order: e.g. a translation, sworn translation, interpreting, proofreading, transcription of the text (except for Russian), supplementary services – a transfer of paper documents into PDF or into the text format, storage of the order on CD, black & white print of the processed order.

From a language XXX **to a language** YYY

The means of delivery of the text to the agency for processing: (e. g. by E-mail, post, in person)

A deadline for delivery of the order:

Agreed price:

Estimated number of SP (SP - Standard Page):

Method of payment: invoicing

The specification of the text, field: (e.g. law, finance, building industry and the like; In the case of a very specialised text we recommend to order a proofreading of the text as well.)

- **Additional information:** (a list of specialised terminology, abbreviations and the like.)

- **Contact person:** (charged with consultation of the specialised terminology, abbreviations and the like.)

A graphic design of the text: (e.g. to keep an original graphic design, etc.)

The purpose of the text usage: (the texts especially for a public presentation or publication, e.g. advertising leaflets, versions to a print and the like.)

The format of the work: (.txt, .doc, .rtf, .xls, .pdf)

The means of transfer of a processed order to the customer: (e. g. by E-mail, post)

Additional information:

The Order has been issued

Date

Name:

Stamp:

Signature: