

Specimen Contract Offer for Typing Services

Dear Mrs Linda Carter,

Thank you for submitting for typing your document "sample.doc" on 13th May 2007. I have successfully opened the document and find that it is titled "Sample document".

I am pleased to confirm that I am able to accept this work for typing. My analysis is as follows:

- **Words in length:** 3,164 (excluding words in numeric tables, figures and graphs);
- **Handwriting quality:** generally easily legible;
- **Language:** German.

The rate to be applied is: **£0.60 per 100 words**
The total cost for typing this work will be: **£18.98**

The completed work will be returned to you by e-mail within a maximum of five working days from the date your payment is cleared by my bank.

The following offer of contract is open for five working days from today's date: 16th May 2007.

50% of the fee is to be paid when you accept the Contract offer. I will start the work upon receipt of your payment. The remaining 50% is to be paid when the work is complete. I will send you an invoice. The fee is not refundable.

You can pay by credit/debit card via PayPal, cash, postal orders and cheque (UK banks only). Cheques and postal orders should be made payable to "N. Zine". There is a processing fee of 4% for payments made through PayPal.

How to proceed:

- If you would like me to type your work you simply need to arrange payment as detailed above. Please email me at info@nzlanguages.co.uk to let me know that you have either sent a cheque/postal order or wish to pay by debit/credit card via PayPal. By accepting my services you are agreeing to the Terms and Conditions for Typing/Transcription Services.

- If you do not wish to proceed, you do not need to do anything, as this offer will simply lapse in 5 working days.

If you have any further questions, please do not hesitate to contact me by email (info@nzlanguages.co.uk).

Thank you again for your interest in my typing services.

Yours sincerely,

Nora Zine
sole proprietor
nzLanguages
Language Services

Specimen Contract Offer for Transcription Services

Dear Mr Mike Hammond,

Thank you for submitting for transcription your audio document "sample.doc" on 02nd May 2007. I have successfully opened the document and find that it is titled "Sample document".

I am pleased to confirm that I am able to accept this work for transcription. My analysis is as follows:

- **Duration:** 45 minutes et 37 seconds;
- **Audio quality:** generally easily audible;
- **Language:** English.

The rate to be applied is: **£0.75 per audio minute**
The total cost for transcribing this work will be: **£34.21**

The completed work will be returned to you by e-mail within a maximum of five working days from the date your payment is cleared by my bank.

The following offer of contract is open for five working days from today's date: 04th May 2007.

50% of the fee is to be paid when you accept the Contract offer. I will start the work upon receipt of your payment. The remaining 50% is to be paid when the work is complete. I will send you an invoice. The fee is not refundable.

You can pay by credit/debit card via PayPal, cash, postal orders and cheque (UK banks only). Cheques and postal orders should be made payable to "N. Zine". There is a processing fee of 4% for payments made through PayPal.

How to proceed:

- If you would like me to transcribe your work you simply need to arrange payment as detailed above. Please email me at info@nzlanguages.co.uk to let me know that you have either sent a cheque/postal order or wish to pay by debit/credit card via PayPal. By accepting my services you are agreeing to the Terms and Conditions for Typing/Transcription Services.

- If you do not wish to proceed, you do not need to do anything, as this offer will simply lapse in 5 working days.

If you have any further questions, please do not hesitate to contact me by email (info@nzlanguages.co.uk).

Thank you again for your interest in my transcription services.

Yours sincerely,

Nora Zine
sole proprietor
nzLanguages
Language Services