

Dear Sir,

I would like to submit quotations for supplementary services to accompanying meetings at the OSCE Human Dimension Seminar to be held on May 14-16, 2008 at Sofitel Victoria Hotel in Warsaw. Please note that the services should be ordered at least two days in advance.

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|---|---------|----------|
| 1. Consecutive interpreting RU(FR)-EN per block of up to 4 hours | €300,00 | +22% VAT |
| 2. Consecutive interpreting EN(RU)-PL per block of up to 4 hours | €200,00 | +22% VAT |
| 3. Simultaneous interpreting RU(FR)-EN per block of up to 4 hours | €600,00 | +22% VAT |
| 4. Simultaneous interpreting EN(RU)-PL per block of up to 4 hours | €400,00 | +22% VAT |
| 5. Simultaneous interpretation system for 50 persons | €250,00 | +22% VAT |
| 6. Simultaneous interpretation system for 100 persons | €460,00 | +22% VAT |
| 7. Sound system with 2 microphones | €130,00 | +22% VAT |
| 8. Sound system with 3 microphones | €170,00 | +22% VAT |
| 9. Sound system with delegates' microphones for 50 persons | €170,00 | +22% VAT |
| 10. Screen and multimedia projector | €200,00 | +22% VAT |
| 11. Screen, multimedia projector and computer | €270,00 | +22% VAT |
| 12. TV monitor with multi-system video cassette player | €80,00 | +22% VAT |
| 13. Overhead projector | €45,00 | +22% VAT |
| 14. Sound tape recording, original version | €40,00 | +22% VAT |
| 15. Sound audio CD-ROM recording, original version | €55,00 | +22% VAT |
| 16. Video cassette player | €20,00 | +22% VAT |
| 17. DVD player | €30,00 | +22% VAT |
| 18. Screen 2 x 2 [m] | €55,00 | +22% VAT |

Payment method:

Payment for the services provided shall be made against purchase document.

There are two forms of purchase document:

- a simplified bill (a single amount, without separate VAT item)
- VAT invoice.

The following information is required for us to make out a VAT invoice:

1. Full name of the Institution or Organization
2. Detailed address of the registered office
3. Fiscal Code (NIP) - if assigned to the Institution or Organization
4. Full name of the person authorized to sign and accept the invoice

Payment can be made:

1. in cash - the following currencies are accepted: zł (Polish Zloty), € (Euro), \$ (US Dollars)
2. by payment or credit card
3. by wire transfer within 14 days from date of the purchase document