

Dear Sir, Madam

Please note below unit prices of supplementary services for Side Events during ODIHR conference to be held from 28 September - 09 October 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  | € 380,00 |
| 2. Consecutive interpreting EN(RU)-PL per block of up to 4 hours  | € 250,00 |
| 3. Simultaneous interpreting RU(FR)-EN per block of up to 4 hours | € 760,00 |
| 4. Simultaneous interpreting EN(RU)-PL per block of up to 4 hours | € 500,00 |
| 5. Simultaneous interpretation system for 50 persons              | € 300,00 |
| 6. Simultaneous interpretation system for 100 persons             | € 550,00 |
| 7. Sound system with 2 microphones                                | € 170,00 |
| 8. Sound system with 3 microphones                                | € 220,00 |
| 9. Sound system with delegates' microphones for 50 people         | € 230,00 |
| 10. Sound system with delegates' microphones for 100 people       | € 430,00 |
| 11. Screen and multimedia projector                               | € 220,00 |
| 12. Screen, multimedia projector and computer                     | € 320,00 |
| 13. TV monitor with multi-system video cassette player            | € 100,00 |
| 14. Overhead projector  | € 30,00  |
| 15. Sound tape recording, original version                        | € 40,00  |
| 16. Sound audio CD-ROM recording, original version                | € 70,00  |
| 17. Video cassette player   | € 25,00  |
| 18. DVD player  | € 30,00  |
| 19. Screen 2 x 2 [m]  | € 50,00  |

*Technical assistance and VAT of 22% are included in the prices.*

#### Payment method:

Payment for the services provided shall be made against due invoices.

There are two forms of invoice document:

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

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

1. Full name of the Institution or Organization
2. Detailed address of the registered office
3. Tax Identification 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. with credit card
3. by wire transfer within 14 days from date of the purchase document

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