

## **Linguistic support package**

**for the following languages : German, Russian, Hungarian, Czech, Serbian, Norwegian**

### **Level 1**

**£300.00 + VAT per month**

**Contains the following services of approx. 8 hours per month:**

- **Translating incoming e-mails and forwarding to client, translating client's response and e-mailing to sender.**
- **Translating incoming and outgoing letters and incoming advertising material.**
- **Returning telephone calls to clients.**
- **General advice on export queries as they arise.**
- **Advice on export documentations and transportation**
- **Advice and compliance check on letter of credits**
- **Guaranteed 24 hours response**

**The following is not covered: Marketing research, Advertising Material preparation, Presentation preparation, Technical Manuals, Travelling of any kind.**

### **Level 2**

**£500.00 + VAT per month**

**Contains the services as above of approx. 16 hours per month.**

### **Level 3**

**£600.00 + VAT per month**

**Contains the services as above of approx. 24 hours per month**