

# Payment information for Swedish Translation Services Tess Whitty

## Company Information

Swedish Translation Services

P.O. Box 982816

Park City, UT 84098

U.S.A.

Tel: +1 801 792 3918

Fax: +1 435 649 0093

Email: [tess@swedishtranslationservices.com](mailto:tess@swedishtranslationservices.com)

Company ID-number: EIN: 27-5340314

## Payments

Payments can be done by using PayPal, Moneybookers, company check or wire transfer. **Note to foreign customers! PayPal or Moneybookers is preferred for amounts under \$500, wire transfer for amounts over that.**

## PayPal & Moneybookers

Direct payment to my email account: [tess@swedishtranslationservices.com](mailto:tess@swedishtranslationservices.com). You have to register an account at [www.paypal.com](http://www.paypal.com) to use this system. If you do not have an account yet, I can send you a Payment Request and information on how to pay and register an account.

## Wire transfer

Wells Fargo, 6480 North Highway 224, Park City, UT 84098, U.S.A.

Account no. 6963881575

Routing no. 124002971

Swift code: WFBIUS6S

## Swedish Translation Services – Payment Terms

1. Our standard payment terms are **30 days** from the date of our invoice (normally the day of the delivery of work). The invoice is usually sent by email.
2. We accept payments though PayPal, by company check and wire transfer.
3. As soon as an invoice becomes overdue, no further work will be accepted from the client until the invoice is paid and the funds have cleared. A reminder will be sent.
4. Interest will be charged on invoices more than 30 days overdue at a rate of 2 % per month.
5. If the account remains unpaid after three reminders, we will send a final demand before referring the invoice to our debt collection agent.
6. Agencies which continually pay late will be asked for at least a 25% deposit on any future project, with the balance payable on the delivery of the work. We may also ask for full payment in advance.
7. Habitually late payers or non-payers may have their details published on translation payment practices lists.
8. To avoid further action, we ask that any company that is having real trouble paying invoices to get in touch as soon as possible, preferably before the due date.
9. If all or the above measures fail, we will be taking appropriate legal action.

Tess Whitty  
Swedish Translation Services  
March 2011