



Memorandum

TO: Translator/Editor/Interpreters
FROM: OpenWorld Translations
DATE: November 8, 2002
SUBJECT: Guidelines for submitting invoices

We recommend you put the following on the invoice:

- Your full name
- Your address, phone and fax numbers
- Your social security number (if applicable)
- Date of the invoice
- Invoice number
- OpenWorld job number
- Date job was completed
- For translator and editors: Your rate per word and number of words in each job. If a job was charged per hour as agreed in advance, please include rate per hour and number of hours.
- For interpreters: Your rate per hour (day) and number of hours (days) in each job

For vendors in the United States and Canada, we pay 45 days from the invoice date. We issue checks every Monday.

For international vendors, we issue a check when the payment is over 100 US dollars and 45 days from the invoice date. This is requested by our international translators to avoid excessive check deposit charges. If you prefer to be paid as soon as the invoice exceeds 45 days, regardless of the amount, please indicate on your invoice.

We do offer bank wire transfer services to international vendors who need it. However, a 34 dollars bank transfer fee, which our bank charges, will be paid by the translators. We do not pay via paypal or other services.

Thank you for subcontracting with OpenWorld.

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