

McFelder Translations Payment Policy

Please follow these instructions when invoicing McFelder:

- a) Please create your invoice from within the **McFelder Portal** on <https://translations.mcfelder.com/> at the **end** of the month. For your convenience, the invoice is created automatically for you with all the assignments carried out during that month. All you need to do is enter your own invoice number. Instructions on how to create your invoice were sent to you together with your login details in the 'Resource Login' file. Please make sure that all your details (personal and payment) are correct before you create your invoice. Invoicing is only possible **from the 24th until the last day of every month at 15:00 (GMT/UTC +1)**.
- b) Payment of the invoice will be made by either bank transfer or PayPal, as agreed at the time of placing the Purchase Order. Please see below.
- c) Payments will be made at the end of the following month.
- d) Please do not invoice any assignments older than **3 months** - make sure you create your invoices on time.

Please don't hesitate to ask if you have any queries.

Instructions regarding Bank Transfers and online payments (Skrill, PayPal):

Please take into account the following information regarding payments:

- All payments will be made in **EUROS**.
- Bank transfers can only be made without additional charges within the European Union. For bank transfers to countries outside the EU we are charged 10 EUR per payment. If you want to get paid via bank transfer and your bank is outside the EU, the bank charge of **10 EUR** will be discounted from your fee.
- PayPal will charge you different amounts depending on the country you live in. If you want to be paid via PayPal, you must assume **all** transfer costs at your end.

I accept McFelder's Payment Policy

Signed this _____ day of _____ 20____.

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Freelance worker (Full Name in capital letters **AND** Signature)