How a quote works

What is priced, what the quote assumes, and what changes it. Clear on both sides before the work starts.

Two ways to price

Per page	For layout and remediation, where pages can be compared. The sample sets whether a page counts as standard or complex.
Per hour	For work that does not come in pages: source preparation, repairs, audits and correction rounds.
First look: free	A first look at the files costs nothing. A detailed analysis is quoted as its own item.

Every quote states

The price	And how long the quote is valid.
The schedule	Per language, and always the total. For example: 5 working days per language, 20 working days for four languages.
The scope	What is included, and what is not.
The start	Work starts when a confirmed order matches the quoted figure.

What changes a quote

A faster deadline	A shorter schedule is a different price, quoted again before work starts.
Text changes after sign-off	A new round for each language affected. See “How to send corrections”.
New source files or pages	An updated source or added pages change the scope and are quoted as such.
Missing files or fonts	Work waits, or the quote gives a range. See “What to send before the job starts”.
Files that need repair	Broken sources or non-Unicode fonts are quoted when found, before work continues.
More languages or scripts	Each language is a unit of work. A new script can also need new fonts.
Nothing changes silently	Any change to price, schedule or scope is put in writing and agreed before the work goes ahead.

In short

A quote is a shared plan: the price, the schedule per language and in total, the scope, and the order that starts it.

Planning a project?

Send the files and target languages for a quote.

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