

Dear Sir, Madam

Please note below unit prices of supplementary services for Side Events during ODIHR conference to be held from 14 - 16 May 2012 at Hotel Novotel Centrum in Warsaw. Please note that the services should be ordered at least two days in advance.

Lp.	Cost Component	Quantity (if applicable)	Gross Price in EUR
1	Consecutive interpretation - foreign to foreign	up to 4 hours	305 EUR
2	Consecutive interpretation - foreign to polish	up to 4 hours	204 EUR
3	Simultaneous interpretation - foreign to foreign	up to 4 hours	611 EUR
4	Simultaneous interpretation - foreign to polish	up to 4 hours	407 EUR
5	Simultaneous interpretation system	(up to 50 persons)	219 EUR
6	Simultaneous interpretation system	(up to 100 persons)	328 EUR
7	Interpreters cabin	1	78 EUR
8	Amplification with 2 microphones	1	145 EUR
9	Amplification with 3 microphones	1	175 EUR
10	Amplification with microphones for delegates	(up to 50 persons)	250 EUR
11	Amplification with microphones for delegates	(up to 100 persons)	469 EUR
12	Screen with power-point projector	1	189 EUR
13	Screen with power-point projector & laptop	1	276 EUR
14	TV monitor with multisystem VHS player	1	119 EUR
15	Overhead projector	1	35 EUR
16	Recording on tape (only original version, no translation)	1	34 EUR
17	Recording on CD (only original version, no translation)	1	88 EUR
18	VHS player	1	22 EUR
19	DVD player	1	23 EUR
20	Screen 2m x 2m	1	19 EUR
21	One technician (set up, service, dismantle)	1	47 EUR

Payment method:

Payment for the services provided shall be made against due invoices.

There are two forms of invoice document:

- a simplified bill (a single amount, without separate VAT item)
- VAT invoice.

The following information is required for us to issue a VAT invoice:

1. Full name of the Institution or Organization
2. Detailed address of the registered office
3. Tax Identification Code (NIP) - if assigned to the Institution or Organization
4. Full name of the person authorized to sign and accept the invoice

Payment can be made:

1. in cash - the following currencies are accepted: zł (Polish Zloty), € (Euro), \$ (US Dollars)
2. by wire transfer within 14 days from date of the purchase document