



PRIVACY POLICY FOR OUR CLIENTS

Universal Translation Services we pledges to maintain the utmost confidentiality and respect to our clients' documents at all times. Accordingly, Universal Translation Services and all affiliates will use your personal and private information for the following purposes only:

Our Purpose for Collecting Personal Information:

We collect your personal information only for the purpose of invoicing you for your translation(s), interpreting, localization, or other related services.

We do not store any of your personal information or redistribute it to any outside parties.

We only use personal information to:

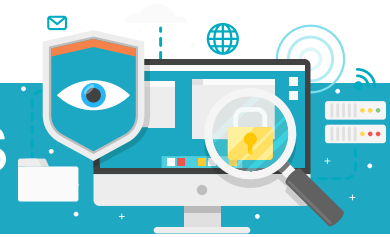
- Communicate regarding your translation project or quote
- Deliver the translation services as requested
- Send you our newsletters with offers
- Any communication between translator, proofreader and client regarding your translation. No details are exchanged.

Information we collect is:

- Contact information, including phone numbers, emails, billing information, etc.
- Address and company name if available

How do we use your contact details and information we have:

- We do not sell or rent personal information to others
- We do not use cookies on our website
- We do not disclose personal information



PRIVACY POLICY FOR OUR CLIENTS

We maintain a database of your contact information, original documents and translated documents for the sole purpose of saving your files, for 2-3 years. In case you need a copy of the files, just request them by sending us an email.

Changes to Our Privacy Policy:

We reserve the right to modify our privacy policy at any time, except where prohibited by law. We will post revisions online. Continued use of our services after posted changes implies consent to the privacy policies, as changed. Contact us in case you need further information.

QUALITY GUARANTEED



Our quality

We are **confident** that we deliver the highest quality of our work and we do our best to deliver your documents with a perfect quality. We only use native translators and for European languages we use translators situated in Europe. If there is a problem we guarantee that we will correct the files until you as our client is happy with our services. No matter when the translation was done. There is no limitation in time.

