

TERMS OF ELECTRONICALLY SUPPLIED SERVICE

of the <http://intoPolish.net/> services provider

As of 2015-02-16

1. General provisions

1. Definitions

Service provider:

HDservices Henryk Demczuk

ul. Smoluchowskiego 7

20-474 Lublin, Poland

NIP: 5651378966; REGON: 110702441; EU-VAT: PL5651378966

Client:

the entity benefiting from the service provider's services which is a party to the services contract, being a natural person, a legal person or an organisational entity which does not have legal personality who shall oblige to observe these terms of service. An entity which orders the services via the Internet in accordance with the conditions set out below is also defined as the Client.

2. Expressing the consent for the observance of these Terms while ordering services by means of a webpage or placing an order via e-mail is equivalent to full acceptance of the Terms without the need of drawing up a separate agreement.

2. Types and scope of electronically supplied services

1. The service provider provides electronically supplied services, in particular:
 - translation
 - creation and editing of content and desktop publishing
 - creation and upgrade of websites
 - image and text editing in a variety of digital formats
2. The service provider also provides the services based on separate agreements whose subject is the electronically supplied service.

3. Terms of service

1. The client makes the request by filling in the quick quote form which is available on the website or via the e-mail. As part of the enquiry, the client provides the Service Provider with their contact details, guidelines on the service and encloses or makes available materials or documents which are source or auxiliary materials for the service being provided or the materials which clarify the scope of the service.
2. The Client declares that the information provided is accurate and they have the right to make an enquiry and to use the materials provided and that these materials do not violate third party rights.
3. Upon receiving the enquiry, the Service provider analyses the information and materials received and, shall they be exhaustive, contacts the Client to clarify the details of a prospective service.
4. Then the Service provider presents the Client with a personalised offer which includes the following:
 - The scope of provided services
 - Final price or the rate on which the calculation of the final price is based
 - The deadline for completion of the services
 - The deadline and means of payment for the completed service
5. Unless otherwise specified, the offer is valid for 30 days.
6. Once the offer has been accepted by the Client, the Client places an order in accordance with the offer, providing the details of the contracting authority and the person who places an order declares that they are authorised to place orders on behalf of the contracting authority.
7. The Service Provider confirms the acceptance of order and thus shall commence the provision of services. The confirmation of the acceptance of order constitutes the starting point of the provision of services.
8. The Service Provider reserves the right to reject the order in case of the irregularities in the order details or if the Service Provider suspects the Client of unfair or unethical practices.

4. Confidentiality

1. Any personal data, documents or materials provided by the Client shall be treated as confidential.
2. The Service Provider uses appropriate technical and organisational means to ensure security of the provided personal data, documents and materials.

5. Personal data

1. HDservices Henryk Demczuk is the controller of personal data.
2. Processing of personal data is performed in compliance with the Act on Protection of Personal Data, the Act on Electronic Services and the provisions of these terms.
3. The processed Clients' personal data and the personal data provided by Clients may include:
 - e-mail addresses
 - First Names and Surnames
 - Telephone numbers
4. The Service Provider uses appropriate technical and organisational means of ensuring security of the personal data provided by the users, in particular the means of preventing the access to the data by third parties or the processing of the data that violates the law, and the means of preventing data loss, corruption or destruction.
5. The Client consents to its personal data being processed by the Service Provider for the purpose of service provision. The consent is voluntary.

6. Complaints

1. The Service Provider shall make every effort to complete the service on time and at the highest possible level.
2. Any complaints can be made due to the failure to comply with the deadline or the improper performance of services.
3. A complaint must be made in writing and must include its object and the reasons justifying it.
4. The Service Provider shall rectify any shortcomings and failures in the service as soon as possible or the parties shall agree upon the damages for the complaint procedure.
5. Full Service Provider's responsibility regarding the service provided is limited to the equivalent of 50% of the remuneration provided by the Client to the Service Provider.

7. Final provisions

1. The terms are subject to change.