

How your project works

NovaMova · Working terms · v1.1 · 9 September 2026

This practical guide supports the project quote. The agreed order records the actual contracting parties, deliverables and applicable channel terms. It is not a signed contract or a certification of legal status.

1. A defined result

We record the source files/version, language direction and locale, intended use, workflow, word count or other pricing unit, deliverable formats, review level, total or cap, and delivery date. Each target language is a separate output unless a package expressly includes several.

A source word is counted in the agreed source by the named counting tool/method. The quote identifies numbers, tags, locked text, repetitions and embedded content. Target expansion is not substituted without agreement. Scans and unusual formats are assessed before a final count. Page-based work defines the page size/content instead of assuming a universal words-per-page rule.

2. The right production route

AI Express, AI Editorial and AI Advanced Review provide the automated translation, review stages and file checks stated in the rate guide. Model choice and any specific multi-model requirement are agreed for the project. AI + human includes full post-editing against the source by a human language specialist. Human translation uses a suitable specialist without generative AI or machine translation in the agreed human-only work. Permitted CAT/TM tools and broader restrictions are recorded.

Independent bilingual revision means a second specialist compares the full output to the source. Proofreading, monolingual editing, technical QA and a second AI check are different services. The delivery identifies the checks actually performed.

Before a project starts, we confirm language/subject fit, availability and review responsibility. Official-purpose documents require the receiving authority's instructions and the appropriate verified provider route.

3. Files, scope changes and feedback

Supply authoritative source files, terminology, relevant references and required assets. Tell us about embedded text, scans, complex tables, native-format needs, print specifications, CMS access or media timing.

One consolidated feedback round within seven calendar days of delivery is the guide default for the agreed brief. We correct failures to meet the agreed source/scope without an added service charge. Changed source material, extra languages, new stylistic preferences or additional formats are quoted as changes before the affected extra work starts. An ordinary clarification that does not change scope or price needs no extra form.

If an input is ambiguous or contradictory, we ask a focused question and record the unresolved point. We do not invent product specifications, legal facts or missing text.

4. Schedule and quote validity

A quote normally remains valid for 14 calendar days; the issued quote states its exact expiry and timezone. Availability is reconfirmed when needed. A quote does not reserve a specialist unless the order says so.

Work starts once the agreed files, brief, access, production resources and funding step are ready. The quote names the actual due date and timezone. A guide window or an incoming payment alone does not establish that all prerequisites are complete. Source changes or delayed inputs may require a revised schedule, agreed promptly.

5. Pricing and payment structure

The rate guide supplies starting prices. The quote specifies quantities, minimums, additions, currency, applicable tax treatment and any relevant channel costs before acceptance. No unverified tax status, registration or payment details are assumed.

Our default proposals for new work are:

Assignment	Proposed funding structure, confirmed in the order
Any assignment, including a pilot, up to €250	Full agreed amount funded before paid production, using the confirmed payment or platform route
Above €250, unless chapter/batch terms apply	50% funded at start; 50% at the agreed final milestone before release of final production files, with a review copy supplied
Book, course or continuing programme	Separately defined and funded chapters/batches; each milestone has its own output, amount and date

These are commercial starting terms, not permission to charge a payment method. Platform funding rules take precedence where applicable; no off-platform payment arrangement is imposed. Any alternative agency credit period is expressly agreed. An invoice or milestone uses the actual legal party and confirmed payment instructions.

6. Confidentiality and AI use

Agree permitted people, subcontractors, tools, storage, location constraints and retention before restricted content is used. A redacted sample is often sufficient to estimate a job. Permission to translate does not automatically permit every AI provider.

The quote can include a short data decision: AI allowed, prohibited or limited by activity; permitted providers; sharing and deletion requirements. We verify applicable settings and terms before claiming no-training, zero-retention or a hosting location. Credentials and verification codes are not included in briefs.

Project data is used for the authorized assignment. Any NDA or data-processing document must identify the actual parties and signed version. Suspected unauthorized disclosure is escalated with known facts and containment steps.

7. Rights and use of work

Confirm that you may provide the source and assets for this assignment. The order identifies the delivered files, intended use rights, any assignment requested, timing and third-party restrictions. Rights treatment is agreed with the actual supplier and customer; it is not inferred from AI use or this guide.

Client case studies require permission. Demonstration files identify their fictional source and the translation/review workflow used.

8. Acceptance, pauses and cancellation

We deliver named file versions with completed checks and known limitations. You review the agreed criteria and send consolidated feedback or acceptance. Silence is not recorded as acceptance unless the actual agreed channel mechanism establishes it.

Before paid commitments, the order records pause/cancellation handling. The proposed basis is approved work completed and previously disclosed, agreed non-cancellable costs; the actual agreement determines any balance/refund. No retrospective charge for unapproved work or invented flat penalty is added. Restarting requires a source-version and capacity check.

Contact: sales@novamova.agency · <https://novamova.agency/>