

Dear Sir, Madam

Please note below unit prices of supplementary services for Side Events during ODIHR conference to be held from 18 - 20 May 2011 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. with credit card
3. by wire transfer within 14 days from date of the purchase document