

## **Terms of Use**

### **1. Acceptance of Terms**

By accessing or using the Arabic Translation Office website and services, you agree to these Terms of Use. If you do not agree, please do not use our site or services.

### **2. Services Provided**

Arabic Translation Office offers professional Arabic→English translation services performed by ATIO-certified translators. All translations are delivered as digital files and, upon request, sealed physical copies.

### **3. User Responsibilities**

- You must provide accurate and complete source materials.
- You are responsible for obtaining any necessary permissions to share documents containing third-party content.
- You agree not to use our services for unlawful or defamatory content.

### **4. Pricing and Payment**

Quotes provided after document review are valid for 30 days. Full payment must be received before translation work begins. We accept payment via [list payment methods].

### **5. Confidentiality**

All submitted documents and translations are treated as confidential. We implement secure data handling and require our translators to sign confidentiality agreements.

### **6. Revisions and Refunds**

- One round of minor revisions is included free of charge.
- Refunds or cancellations are handled case by case; please contact us within 7 days of delivery.

### **7. Limitation of Liability**

Arabic Translation Office is not liable for any indirect, incidental, or consequential damages arising from the use of our services. Our maximum liability is limited to the cost of services provided.

### **8. Governing Law**

These Terms are governed by the laws of Ontario, Canada. Any disputes will be resolved in the appropriate courts of Ontario.

### **9. Changes to Terms**

We reserve the right to update these Terms of Use at any time. The latest version will be available on our website; continued use constitutes acceptance of any changes.