



technical level and if so, the cost estimate is prepared.

There is **no set time range** in place for completion of the task. We do not rush the work, but rather follow established organisation of work practiced for years, that allows avoiding mistakes and makes sure the task is completed to the best quality possible at a reasonable time. Depending on the complexity of the task, the completion may take any time between **2-5 weeks** (which includes all the stages - planning, consulting, coding, internal and external testing, etc.). In rare and very complex cases, we inform the Customer in the initial correspondence that the completion of the project may take up to few months.

Any **small amendments**, i.e. minor layout changes are free of charge. However, if at any stage of the implementation of the changes or new documents, a Customer requires further changes or major changes not included in the initial request, then it is considered to be separate customisation, which undergoes all the above stages including a **separate cost** assessment again. That would include things like changing the logic of the document, partial or complete rearrangement of the layout, additional items to be included in the document, etc. We strongly recommend requesting customisation with a final product in mind and a clear presentation, which will make the whole process more efficient and effective.

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