**The Purchase order**

Dear Client,

we are pleased to provide our legal services for you **name/company name**, citizen of **xx**. (hereinafter referred as “Client”).

The purpose of this engagement letter is to set out the essential terms of the assignment for the services to be rendered by the law office **ProfiDeCon Slovakia s.r.o.**, with its registered office at myHive Vajnorská Tower II, Vajnorská 100/B, 831 04 Bratislava, Slovak Republic, ID: 52447316, registered in the Commercial register of District Court Bratislava I, Section: Sro, Insert Nr. 137688/B, represented by JUDr. Patrícia Tóthová, LL.M., statutory manager and attorney at law (hereinafter referred as “Provider”).

PRICE QUOTATION

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| With respect to the above, the scope of the assignment shall be the following:  ITEM PRICE |
| Residence permit for the purpose of business (including registration of trade license for the sole trader and assistance with D visa) 1500 € |

**Important:** All prices stated above do not include 20% VAT and additional costs.

*Additional costs are government fees, notarial fees, official translation fees, medical check, health insurance, postal and/or courier fees, etc.*

This service will be provided by the Provider with high quality, by taking due care and in compliance with the respective legal rules valid and effective in Slovakia. In order to provide you with the services duly and on time your assistance and cooperation would be required.

PAYEMENT TERMS

Unless agreed differently, the Provider will issue invoices at individual stages of service completion. i.e., on the day of signing the purchase order – the invoice in the amount of half of the service fee will be issued, on the day of submitting the documents at the Foreign police or a the Embassy - the invoice in the amount of the second-half fee plus additional costs will be issued. The maturity of the issued invoice is 14 days. In case the assistance is provided outside of Bratislava - an additional distance fee (70,- € plus 20% VAT) will be applied.

SERVICE CANCELATION

An early cancellation fee will be applicable in case the service will be terminated after the signature of the agreement. The amount of the cancelation fee will be calculated as follows:

* 35% of the agreed fee after the provided initial advisory to the Client,
* 50% of the agreed fee after the provided initial advisory and preparation of the documents,
* 75% of the agreed fee after the application is submitted at the embassy or foreign police,
* 100% of the agreed fee after the residence permit is approved.

CONFIDENCE

The Provider will treat all the data obtained from the Client as confidential and will not disclose them to third parties without prior approval of the Client. This does not include situations when the provision of basic information is needed in order to complete the service ordered. Personal data are processed with the consent of the individual and in accordance to the Law No.18/2018 on Personal Data Processing as amended.

Follow-up

Please indicate your agreement to the terms of this letter by attaching your signature and returning it to us. After we receive this letter confirmed from your side, we will start providing services as agreed herein.

Should you have any further questions please do not hesitate to contact us.

Yours sincerely,

**ProfiDeCon Slovakia s.r.o.**

**JUDr. Patrícia Tóthová LL.M., Attorney at Law and Managing Director**

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| ***I hereby confirm this purchase order under which the Provider shall start providing***  ***the services in the extent and under the terms stated above.***  ***In witness thereof I attach my signature:***  *In Bratislava, on ........................2023*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **XXX** | In Bratislava, on ……….. 2023  ........................................................................ **Konica Minolta Slovakia spol. s r. o.** |