



Allcorrect Payment Policy

Allcorrect is striving to make its payments as simple and transparent as possible. Payment takes place in several stages:

- 1) We compile a list of jobs completed over the course of the month based on the data in our accounting program.
- 2) After the invoices are drawn up in your personal account, you will get a notification.
- 3) You check the list to ensure it conforms to your data according to the instructions indicated on the page with the payment invoice. Please note that the list will not be processed if confirmation is provided in some other way than that indicated in the instructions.
- 4) The payment is made within 10—15 working days from the time the list is confirmed.
- 5) All payments are made in US dollars or euros.
- 6) If another currency is indicated on the payment invoice, the amount will be recalculated in accordance with the exchange rate on www.x-rates.com on the day of the payment (this rule does not extend to individuals registered as sole proprietors within the Russian Federation).
- 7) Once every half a year, Allcorrect performs a reconciliation of accounts. If the reconciliation document is not confirmed within the indicated period, all payment invoices for the period are considered paid.

Two payment methods are available:

- PayPal. Instructions on registering on the system can be found [here](#).
- Standard bank transfer (i.e. "wire transfer") to your bank account (only for amounts exceeding 500 US dollars).

The company does not support other payment methods.

If you have any questions about the payment procedure or the status of your invoice, email us at pay@allcorrect.ru.

We hope you enjoy working with us!

Best wishes,
The Allcorrect Team

Frequently Asked Questions

Do I have to sign any sort of contract to work with you?

- Allcorrect is a private company with its headquarters in Hong Kong and offices in Russia. By accepting an assignment, you agree to the conditions of our [public offer](#) published on our website. All the conditions and directives of this document are obligatory for all parties. This means that you do not need to sign a contract. Just carefully read the conditions of the public offer before you start to work with us.

Do I need to pay taxes on the money I receive?

- If, in accordance with the legislation of your country of residence, you are obliged to pay taxes on your income, then you are responsible to keep accounts on your income and pay the corresponding taxes. You pay any taxes you owe independently and we have neither the intention nor the means to verify that you have fulfilled this obligation.

Which payment methods do you use?

- All payments are made in US dollars or euros through PayPal or bank transfer. You can indicate your preferred payment method in your invoice. Please also note that bank transfers cannot be used for amounts under 500 US dollars, since each individual transfer requires a significant fee.
- Please note that payment in cash or other methods apart from those indicated above is not possible.

Is there a fee for sending funds?

- No, we do not take a fee for sending you money.

Why does the amount I get sometimes differ from the amount shown in the invoice?

- As mentioned above, we do not take a fee for sending you money. All the fees taken by our bank for sending the payment are paid by us (this is shown in the screenshot confirming the payment, which we sent to you in some cases).
- Nonetheless, the amount you receive sometimes may differ from the amount sent. This can be explained by fees taken by your bank or other financial institutions used to process the payment (for example, PayPal).
- The amount of these fees can vary depending on the bank, and we cannot calculate it in advance. Correspondent bank fees may apply, or a fee for exchanging currencies or other fees taken by your bank. To determine the reason for the difference in the amounts, contact your bank. Find out what fees your bank applies to the transaction: a percentage of the payment or a fixed sum. In the latter case, you can save on fees by taking payments less frequently.

What language should the invoice be written in?

- All invoices must be presented in English.
- This requirement does not extend to translators registered as sole proprietors or juridical persons within the Russian Federation. In this case, the payment invoice should be presented in Russian to our office in Samara (Russia).

What is a "job list"?

- The job list is a list of jobs you have completed over a given period, which contains information about the project, its manager, the date the job was assigned and the total amount for the completed job.

What is the difference between the account number and the card number?

- In bank details, there is a distinction between an account number and card number. If you enter your card number, some banks might ask for a payment reference—without this information, the funds will not be credited to your card.