

Price List Services Business Customers 2026 / 2027



Our regular office hours¹:

Monday	Tuesday	Wednesday	Thursday	Friday
08:00 – 18:00	08:00 – 18:00	08:00 – 18:00	08:00 – 18:00	08:00 – 18:00

The following fees² apply within our office hours³:

Hourly fees

Activity description	per hour
IT Expert / IT Consultant	400.00 USD
IT Data Protection Officer / Information Security Officer / IT-Sicherheitsbeauftragter	600.00 USD
IT Security Expert / Chief Information Security Officer / Penetration Tester ⁴	800.00 USD

Daily rates⁵

Activity description	per day
IT Expert / Consultant	3,000.00 USD
IT Data Protection Officer / Information Security Officer / IT- Sicherheitsbeauftragter	4,500.00 USD
IT Security Expert / Chief Information Security Officer / Penetration Tester ⁶	6,000.00 USD

Surcharges:

Work outside regular office hours ⁷	Surcharge
Night work at the place of performance (20 h – 06 h)	50 %
Saturday work at the place of performance (00 h – 24 h)	100 %
Sunday work at the place of performance (00 h – 24 h)	125 %
Work on public holidays at the place of performance (00 h – 24 h), 31.12. from 14 h	125 %
01.05. (00 h – 24 h), 24.12. from 14 h, 25.12., 26.12., Good Friday (00 h – 24 h)	150 %
Emergency services, immediate execution based on customer order (00 h – 24 h)	100 %

Travel costs⁸, Tickets, Rental Car, Accommodation:

Expenses and outlays	Rate
Car expenses per km: Distance allowance owners' car	1.50 USD / km
Car expenses per km: Distance allowance rental car	1.00 USD / km
Air and train tickets up to 1st class or highest class available or business class	100 %

1 And by appointment. Times refer to WET / WEST (UTC+0000 / UTC+0100).

2 The hourly rates, as well as the expense, out-of-pocket, and flat-rate fees listed in the price list, will be adjusted annually on February 1 of each year in accordance with the change in the European Union's Harmonized Index of Consumer Prices compared to the previous year. Effective for the first time on February 1, 2027. The inflation adjustment will be billed separately in each case.

3 Work performed on site, remotely, by remote maintenance and/or by telephone shall be charged per 15 minutes or part thereof.

4 A minimum time allotment of 24 hours applies.

5 The daily rate is eight hours of time.

6 A minimum time allotment of 24 hours applies.

7 Coinciding surcharges are added together.

8 In the case of activities outside the office, the time begins with the departure from the office and ends with the return to the office; waiting times, e.g., at authorities, are included. Fifteen minutes are agreed as the smallest billing period.



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Car rental up to classes XDAR, XFAR, XSAN, XTAR, XCAN, XLAN, XFAN, XXAX, XSAX	100 %
Hotel accommodation up to full-size suite category	100 %

Postal and telecommunication flat rates⁹ (monthly):

Flat rate	flat rate / month
Postal & Telecommunication fee (landline, mobile, data, SMS, standard postage, certs)	150.00 USD
Flat rate usage CenturionCloud, per account	42.00 USD
Flat rate usage CenturionMail, per account	42.00 USD
Flat rate usage CenturionMeet, per account	42.00 USD
Flat rate usage CenturionMessenger, per account	42.00 USD
Flat rate usage CenturionRemote, per account	42.00 USD

Fees for the production and provision of documents:

Fee	Rate
For the first 50 pages, per page	1.00 USD
For each additional page	0.25 USD
For the first 50 color pages, per page	2.00 USD
For each additional color page	0.50 USD
Provision of electronically stored files, per file	1.00 USD

Terms of payment^{10 11} / discount scheme^{12 13}:

Payment term	Discount
2 days	4 %
5 days	2 %
10 days	net

Please refer to our other details^{14 15} for payment terms. In all other respects, our current General Terms and Conditions for Mandates and General Terms and Conditions for Remuneration apply¹⁶.

- ⁹ Flat rates, if agreed. Monthly flat fees are charged in full for each month of service, or any portion thereof, unless otherwise agreed.
- ¹⁰ Please note to the discount regulation: The discounted amount must be finally, irrevocably and freely credited to the Contractor's nominated account within the agreed payment period.
- ¹¹ The Client shall use the payment route, account details and payment reference stated on the invoice. Payment processing times may vary depending on the selected payment rail, intermediary banks and payment service providers.
- ¹² If you take a discount, the amount must be irrevocably credited to our account within the agreed payment period; the date of the commissioning of the transfer order does not count.
- ¹³ All designated USD accounts and payment methods support the payment rails stated on the relevant invoice, which may include local USD transfer, ACH, wire transfer, SWIFT, Wise, or another payment provider designated by the Contractor.
- ¹⁴ Please note that you will be in default after the agreed payment period has expired without further notice.
- ¹⁵ VAT, reverse charge treatment, tax currency disclosure and any required EUR conversion are applied where legally required under the applicable Portuguese, EU or other mandatory tax rules. The USD-denominated payment obligation remains unaffected unless expressly agreed otherwise in writing.
- ¹⁶ We will provide you with our current General Terms and Conditions of Engagement and Terms and Conditions of Remuneration upon conclusion of the contract at the latest.





USD Invoicing, Payment Charges and Foreign Currency Handling

- 1) Unless expressly agreed otherwise in writing, all prices, fees, charges, expenses and minimum time allotments stated in this Price List are denominated, invoiced and payable in United States Dollars (USD).
- 2) Payment in EUR or in any currency other than USD shall require the Contractor's prior written consent. The Contractor is not obliged to accept payment in any currency other than the invoice currency.
- 3) The Client shall pay the full invoiced USD amount to the USD account or payment method designated by the Contractor on the invoice. Payment shall be deemed made only when the full invoiced amount has been finally, irrevocably and freely credited in USD to the Contractor's nominated account and is available without restriction.
- 4) All bank fees, transfer fees, wire fees, SWIFT fees, ACH fees, intermediary and correspondent bank charges, receiving bank fees, payment service provider fees, repair fees, rejection fees, recall fees, chargeback fees and similar costs shall be borne exclusively by the Client. The Client shall instruct any international wire transfer with charges marked as "OUR" or equivalent wherever available.
- 5) If any amount is deducted, withheld, converted, reversed, recalled, charged back or otherwise not finally credited to the Contractor in full, the resulting shortfall shall remain immediately due and payable by the Client.
- 6) The Client shall use the payment route, account details and payment reference stated on the invoice. The Contractor may designate or change the receiving USD account or payment provider, including but not limited to Wise or a bank account, by written notice or by issuing the relevant invoice details.
- 7) The date on which the Client instructs, initiates or submits a payment shall not constitute the payment date. The payment date is the date on which the full invoiced USD amount is finally and freely available to the Contractor.
- 8) Any delay, deduction, rejection, compliance review, intermediary bank handling, payment repair, incorrect payment reference, incorrect account details, failed payment, reversal or chargeback caused by the Client, the Client's bank, the Client's payment provider or the selected payment route shall be at the Client's sole risk and cost.
- 9) Where applicable laws, tax reporting, VAT reporting, accounting rules or certified invoicing software require disclosure or conversion of USD amounts into EUR or another statutory currency, such conversion shall be made solely for tax, accounting or reporting purposes and shall not change the USD-denominated nature of the Client's payment obligation.
- 10) If VAT is legally chargeable, the invoice may state the VAT amount and/or the applicable exchange rate in EUR or another legally required currency for tax compliance purposes. Such statement does not grant the Client the right to settle the invoice in EUR unless expressly accepted by the Contractor in writing.





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- 11) Any withholding tax, source tax, deduction, levy, bank-imposed deduction or similar charge in the Client's jurisdiction shall be borne by the Client. If the Client is required by mandatory law to withhold or deduct any amount, the Client shall increase the gross payment so that the Contractor receives the full net invoiced USD amount, unless mandatory law provides otherwise.
 - 12) Refunds, if any, shall be made in USD unless the Contractor agrees otherwise in writing. Any bank charges, payment provider fees, exchange losses, reversal costs or chargeback costs connected with the original payment or the refund shall be borne by the Client and may be deducted from the refundable amount.
 - 13) Late payment, partial payment, payment shortfalls and failed payments shall trigger the default interest, recovery costs, reminder fees and enforcement costs provided by the applicable law and by the Contractor's General Terms and Conditions.
 - 14) The Client shall include the invoice number and Client name in the payment reference. Payments without sufficient reference may be allocated by the Contractor at its reasonable discretion, first to costs, fees, default interest and older outstanding invoices before being allocated to the principal amount of the latest invoice.

