

Quote ID # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**CLIENT INFORMATION**

Full Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

**TRANSLATION JOB**

Translation: \$ \_\_\_\_\_ Add'l Cost: \$ \_\_\_\_\_  
 Email: free  FedEx 2nd day: \$20.00  
 FedEx Overnight: \$35.00  FedEx International: \$60.00  
**Total: \$** \_\_\_\_\_

**CREDIT/DEBIT CARD PAYMENT**

Name on Card \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Sec. Code \_\_\_\_\_  
 Cardholder Signature: \_\_\_\_\_

**OTHER PAYMENT OPTIONS**

Check # \_\_\_\_\_ translation starts **after** clearance.  
 Bank transfer - Domestic add \$20, International add \$40 and make sure to pay your own bank fees as well.  
 Online: click [here](#) to pay your translation in a secure online session.

**BILLING INFORMATION**

Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Country \_\_\_\_\_ Phone \_\_\_\_\_

**SHIPPING INFORMATION**

Same as billing address  
 Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Country \_\_\_\_\_ Phone \_\_\_\_\_

**PUBLIC STATEMENT**

I certify that the document copies and/or facsimile copies or scanned images submitted to The Translation Company Group, LLC for translation / certification are true copies of the original documents in my possession. Due to the non-returnable nature of translation services, I hereby agree that after I email this form to The Translation Company Group, LLC, I will not cancel this order or dispute the agreed payment above. I have carefully and accurately filled out the necessary fields in this form, including but not limited to, quote price, shipping information and quote ID number. I have carefully read the terms of the Translation Service Agreement detailed on page 2 of this form and agree with all terms and conditions therein.

**Full Name:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Signature:** \_\_\_\_\_



## CHECKLIST TO ENSURE TIMELY PROCESSING

### 1 Get a Quote

- Email [sales@thetranslationcompany.com](mailto:sales@thetranslationcompany.com) or
- Call 800-725-6498 Ext. 1

### 2 Email

- Fill Out and Sign Form
- Email to [sales@thetranslationcompany.com](mailto:sales@thetranslationcompany.com)

### 3 Confirmation

- We confirm by email that your order was processed

### 4 Delivery

- Translations are delivered by email or FedEx as requested

## TRANSLATION SERVICE AGREEMENT

The Translation Company Group, LLC, hereinafter referred to as Translator, and Client hereinafter referred to as Client, hereby agree as follows:

### 1. Description of Services

The Translator will provide the agreed service(s) as detailed in the order quote.

### 2. Fee for Services

Client agrees to pay the Translator's fee for the agreed service(s). First-time clients shall pay in full before the translation is started. For repetitive clients, special payment plans may be arranged.

### 3. Cancellation or Withdrawal by Client

Due to the non-returnable nature of translation services, no cancellation or withdraw by the client will be accepted under any circumstances.

### 4. Additional Fees

Additional fees will be payable in the event the following additional services are required:

- (a) Additional services are required because Client makes changes in the item(s) to be translated after the order form is submitted; or
- (b) Translator is requested to make changes in the translation after delivery of the translation, because of Client's preferences as to style or vocabulary, and such changes are not required for accuracy. Additional fees are to be agreed between Translator and Client; or
- (c) Client requests delivery in a file format other than MS Word and/or format not agreed upon (e.g.: translation to match the same format existing in the original document).

### 5. Client's Review of Translation

Upon receipt of the translation from Translator, Client shall review it within 30 days after receipt and, if necessary, notify Translator of any requested corrections. Translator shall correct, at no cost to Client, any errors made by Translator.

### 6. Confidentiality and Non-Disclosure

All knowledge and information expressly identified by Client in writing as confidential which Translator acquires during the term of this Agreement regarding the business and products of Client shall be maintained in confidentiality by Translator and, except as expressly authorized by Client in writing, shall not be divulged or published by Translator and shall not be authorized by Translator to be divulged or published by others. Confidential information for purposes of this paragraph shall not include information which is or becomes available to the general public, provided the disclosure of such information did not result from a breach by Translator of this paragraph. However, Translator may disclose your confidential information to the extent that it is required to do so by law, in connection with any legal or arbitration proceedings, or in order to establish, exercise or defend its legal rights under this Agreement and applicable law.

### 7. Property and Copyright

Upon Client's completion of payment in full provided herein, the translation rights of the item(s) agreed upon shall be the property of Client. Translator holds and retains copyright of translation until full payment of its services has taken place. Client will obtain translation rights of material prior to publication or any use of the translation. Translator has no obligation to take any steps to protect any copyright, trademark or other right of Client with respect to the translation. Notwithstanding the foregoing, Translator shall have the right to retain file copies of the item(s) to be translated and of the translation, subject to the provisions of paragraph 6 above.

### 8. Indemnification and Hold Harmless by Client

Client agrees to indemnify and hold Translator harmless from any and all losses, claims, damages, expenses or liabilities (including reasonable attorneys' fees) which Translator may incur based on information, representations, reports, data or product specifications furnished, prepared or approved by Client for use by Translator in the work performed under this Agreement.

### 9. Changes by Third Parties

Translator shall not be responsible whatsoever as to any changes in the translation made by persons other than Translator.

### 10. Translator's Limited Liability

Indemnification recourse for loss or damage caused by the use of the Translator's services is limited to the fee paid for the translation service(s).

### 11. Governing law

This Agreement shall be governed by New York State Law.

### 12. Complete agreement

This form and the quote presented by the Translator are the complete agreement of the parties as to the subject matter hereof. Any changes in this Agreement must be agreed upon between both parties. This Agreement becomes a binding contract when signed by Client manually or by typing his/her name on the first page of this form.