

CONTRACT
FOR TRANSLATING SERVICES

between

Client: (the **Client**)

[name and address details]

and

Translator: Verena Zipperer, fin2german, c/o Block Services, Stuttgarter Str. 106, 70736 Fellbach, Germany
(the **Translator**)

1. The Translator accepts the following commission.....¹
the details of which (target audience, target medium, and other circumstances relevant for a successful translation) will be specified by the Client in an accompanying letter / email

2. Completion date
(unless otherwise agreed upon, completion date always refers to cob / close of business)

3. Format for delivery
(unless otherwise agreed upon, the translation will be delivered in the same format as the source text)

4. The Client agrees to pay for this commission at a rate of **£/EUR** ²..... per 1,000 source language words, with interest at 6.0 % per annum until settlement, but if payment is received within 30 days of invoice, interest will be waived.

5. The following specific charges will apply:³
 - 5.1 Fees for special delivery (i.e., delivery by courier or including add-on services): as documented by the Translator;

¹ Enter Client's job number or other reference and specify the service to be provided (e.g., translation into German, for information only/for publication)

² Whichever currency applies.

³ Enter any agreed charges e.g., special delivery, delivery by courier, charge for disc(s) indicating currency.

5.2 Fees for payment in a currency other than **£/EUR**: any and all costs associated with the currency exchange will be borne by the Client.

6. The translator's Terms of Business shall apply unless modified by this contract.

7. This contract is submitted by the Translator for the Client's agreement. One copy shall be signed by the Client and returned to the Translator.

.....

For and on behalf of the Client

Date:

.....

Translator

Date: