

# Translation Contract

## 1. Parties

This **Translation Contract** (shall be referred as "**Contract**" hereinafter) has been signed by and between the parties below;

**The Translator**

**The Client**

## 2. Scope of Work

Under this Contract, the Translator agrees to provide professional translation services to the Client from \_\_\_\_\_ to \_\_\_\_\_.

The documents and materials to be translated by the Translator is as follows;

\_\_\_\_\_  
\_\_\_\_\_.

All required source materials necessary for the translation such as reference material or explanatory documents shall be provided to the Translator.

The Translator shall ensure that the translated materials adhere to the highest standards of accuracy, grammar, style, and industry-specific terminology, consistent with professional translation practices.

## 3. Timeline

Translation process of the material stated above shall start on \_\_\_\_\_, and the completed translations shall be delivered to the Client no later than \_\_\_\_\_.

During the translation period, the Translator and the Client shall set at least three meetings to review translated versions of the materials. If the Client provides feedback or requests any change or edits to the translated materials, the Translator shall address the Client's feedback.

If unforeseen circumstances or factors beyond the control of either party arise that may impact the agreed-upon timeline, both parties shall promptly notify each other and work together in good faith to agree on an amended timeline. If the Translator fails to deliver the completely translated materials on the due date without a just cause, the Client may be entitled to reduction in the agreed contract price or demand a reasonable compensation from the Translator.

Neither party shall be held liable for any delay or failure to perform its obligations under this agreement due to circumstances beyond its reasonable control, including but not limited to acts of God, war, terrorism, strikes, or governmental regulations.

#### **4. Contract Price and Payment Schedule**

The total contract price for the translation service to be provided under this Contract is \_\_\_\_\_, excluding VAT and including any other tax or expenses.

The Client shall pay \_\_\_\_\_ as an initial payment upon the closing of this Contract. \_\_\_\_\_ % of the remaining amount shall be made on \_\_\_\_\_ and final payment shall be done on the date of the delivery. The Translator shall provide the Client with detailed invoices for all payments due. In case of late payment, the Translator has the right to suspend providing translation services. In addition, the Translator may request \_\_\_\_\_ as default penalty for each late payment. If any of the payments are not made within the \_\_\_\_\_ days from the due date, the Translator may terminate this Contract for just cause.

#### **5. Quality and Accuracy**

The Translator undertakes that all translated materials are high-quality and meet the requirements of related professional associations or governmental institutions, if any. The translation shall be made in harmony with the translated document and in a self-consistent manner. The Translator shall possess the necessary linguistic skills, subject matter expertise, and cultural understanding to perform the translation with accuracy and precision. The Translator shall undertake reasonable efforts to conduct any required research, consult relevant resources, and seek clarification from the Client, when necessary, to ensure accurate and contextually appropriate translations.

The Client shall have a reasonable period to review the work for quality and accuracy. If any deficiencies or inconsistencies are detected following the delivery of the translation, the Translator shall correct these in connection with the feedbacks of the Client.

## 6. Termination and Consequences

This Contract shall be terminated at anytime with mutual written consent of the parties. As stated in Article 4 of this Contract, if any of the payments are not made within the \_\_\_\_\_ days from the due date, the Translator may terminate this Contract for just cause.

Regardless of the termination of the Contract for any reason, the Client is obliged to pay a reasonable amount for the Translator's labor and time.

## 7. Miscellaneous

- **Amendments** - This Contract, especially the timeline and payment schedule, shall only be modified or amended with mutual written agreement of the parties.
- **Notifications** - Any notifications and communications shall be made under this contract shall be in written form and delivered to the addresses of the parties indicated in the first page of this Contract.
- **Seperability** - In case any provision in this Contract shall be invalid, illegal or unenforceable, the vality, legality and enforceability of the remainin provisions shall not in anyway be affected. In such a case, parties shall make reasonable efforts to replace such invalid, illegal or unenforceable provision.
- **Governing Law and Dispute Resolution** - This Contract shall be governed by and construed in accordance with the applicable federal laws and thelaws of the State of \_\_\_\_\_. Any dispute and legal action arising from this Contract shall be resolved in the competent courts of \_\_\_\_\_.

### The Translator

Name

Date

Signature

### The Client

Name

Date

Signature



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