

TERMS & CONDITIONS TRANSLATION PROJECTS

1. Please confirm the receipt of all documents requiring translation from FTS as soon as you receive them.
2. Follow the layout and formatting as close to the original document as possible and use the same font or equivalent to the original if possible.
3. Use **Bold**, *Italics* and CAPITAL letters as in the original. Translate all headers and footers, unless otherwise stated. Do not use capital letters as your writing script.
4. Translators are expected to use whatever resources and do whatever terminology research, as are necessary to produce quality translation.
5. Ensure that the document you receive is in the source language indicated on the PO. If it is not, notify FTS immediately, otherwise you will not be paid for the translation.
6. Duplicate word counts will not be paid for. Therefore, you must notify FTS immediately should the document contain duplicate pages.
7. Do not change first part of file names, but add the language name at the end. E.g.: 'Document1' becomes 'Document1.french'
8. E-mail your translation together with your invoice clearly stating the above mentioned PO number to your project manager at FTS by the deadline.
9. All work is confidential. By undertaking this job, you are also undertaking not to disclose any part of this assignment to any third parties. You may not sub-contract this job or approach any parties whose details may be found on the documents to be translated or become known to you by any other means without prior written permission of FTS. You will not to directly contact a client without the prior consent of FTS.
10. The amount you will be paid is shown above. Payment will be made 30 days after receipt of your work and invoice.
11. The supplier hereby agrees that in the event of a delay in delivery, we shall have the right to deduct a **penalty** from the total invoice of the PO, as follows 5% (five percent) for every 6-hour period starting from deadline.
12. If you have any queries regarding the above, please call us on 02088962427 or email your project manager within 24 hours of receiving this PO.



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