

AGREEMENT № _____

This Agreement is made on « » _____ 2022 between:

Individual entrepreneur Chernishova Yulia Pavlovna, registered under Taxpayer Identification Number (INN): 645395426727 whose registered office is at 20 Reegskaya Street, Apt.4, Saratov, Russian Federation ("the Service Provider"); and
, a company registered in _____ (name of the country) under number _____ whose registered office is at _____ ("The Customer").

It is agreed as follows:

1. SUBJECT AND GENERAL PRINCIPALS

- 1.1. The Service Provider is obliged on behalf of the Order Form to provide English-Russian translation services for the Customer (the "Services") according to the dates set out in the Order Form, and the Customer is obliged to make the payments required according to the Order Form.
- 1.2. The amount, terms and conditions and the fees for the Services are agreed between the participants of the Agreement in the Order Form. The Order Form is drafted in a written form, signed by both Parties and attached in the Appendix 1 to the Agreement. The Order Form signed by the Customer and sent to the Service Provider by e-mail has legal force. The Service Provider has the right and obligation to start translation upon receiving the Order Form signed by the Customer and sent by e-mail.

2. OBLIGATIONS OF THE PARTIES

- 2.1. The Customer is obliged to provide the copies of resources necessary for translation starting from the date when the contract was signed, bearing in mind the amount of time necessary to perform the translation.
- 2.2. The customer is obliged to pay for the translation services according to terms of the Agreement, and the Service Provider is obliged to provide the translated materials to the Customer according to the dates set in the Order Form.
- 2.3. When performing the services set in the Agreement the Service Provider has an obligation to fulfil the following quality requirements:
 - 2.3.1 Exact translation of the meaning as accurate as it possible. Distortion of the meaning, ambiguous meaning, skipping of sentences/passages are excluded.
 - 2.3.2 The translation must be done according to punctuation, spelling and other grammar rules and style of the target language.
 - 2.3.3 The translation must be done according to the terminology used in the resource materials and submitted glossary. Confusion of terms, usage of the terms from other industrial areas are excluded.
- 2.4. In case when the Customer finds any mistakes in the translated materials, the Service Provider will correct the mistakes as soon as possible after receiving the requirements by e-mail or fax.

3. DEFINITIONS AND INTERPRETATION

- 3.1. Accepted estimated unit of resources for translation is 1 (one) text page with 1800 symbols in volume, including spaces, punctuation, numbers and any other symbols including post editing by the author (further in the Agreement - one accepted unit). Minimum order is one accepted unit. The translated text which is less than one accepted unit will be accepted as one page. When the whole translated text is more than one accepted unit, but the last page is less than one accepted unit this last page will be accepted as one unit. The number of symbols in translated text is determined by the "Statistics" - "Symbols (with spaces)" function in Microsoft Word. Accepted volume of translated text (number of symbols) is estimated by the language of the resource text (language of origin).
- 3.2. Resource texts are text materials sent from the Customer by e-mail.
- 3.3. Glossary - a list of special terms and abbreviations used in the resource materials. The glossary includes explanations of the meaning of different terms, their analogues used in target language; if it is necessary - any other reference and information materials (the Customer's own glossary and guidelines for translation of special terms).

4. PRICE AND TERMS OF PAYMENT

- 4.1. The price for the services provided is _____, value added tax (VAT) is not applied.
- 4.2. Payment for the services provided will be specified in invoice.
- 4.3. Payment for the services provided must be fulfilled in full amount for each Order Form in 3 business days since the Customer has received the invoice. Certificate of completion for each Order Form is signed by both Parties after the Customer has got all the translated materials. Certificate of completion is signed by both Parties during 10 business days after the Customer has received the translated materials.
- 4.4. Price for translation services is set in the Appendix 1 attached to the Agreement. Price is set for one accepted unit of translated text in amount of 1800 symbols, including spaces, punctuation, numbers and any other symbols, including post editing by the author.

5. DURATION OF THE AGREEMENT AND CANCELLATION CLAUSE

- 5.1. The Agreement is set into force after being signed by both Parties. The Agreement is valid until both Parties fulfil all their obligations.
- 5.2. Any changes and supplements to the existing Agreement have legal force only if they are drafted in a written form and signed by both Parties.
- 5.3. Cancellation of the Agreement is possible by mutual consent in cases stipulated by the existing laws in Russian Federation with compensation of losses.
- 5.4. On cancellation by mutual consent of the Customer and Service Provider incompletely translated texts will be returned to the Customer. The Customer is obliged to pay for the results in amount of completely translated accepted units.
- 5.5. If one Party decided to terminate the Agreement, a notification in a written form must be sent to the other.

6. DISCLOSURE OF CONFIDENTIAL INFORMATION

- 6.1. The Customer delivers to the Service Provider information that can be considered confidential ("Confidential information" for the purpose of the Agreement).
- 6.2. The Service Provider considers any information that he has got from the Customer as Confidential information.
- 6.3. The Service Provider has no legal right without the Customer's permission to discuss Confidential information with any persons except the Customer's representatives.
- 6.4. The Service Provider is obliged not to discuss Confidential information received from the Customer with the third parties, except cases when Confidential information may be known to the third parties with the Customer's permission. The Service Provider is obliged not to use Confidential information for own purposes.
- 6.5. Both Parties must treat the terms and conditions of the Agreement as Confidential information. The terms and conditions of the Agreement must not be disclosed to any persons or announced in any situations without both Parties prior written consent, except cases envisaged according to the Russian Federation legislation.

7. LIABILITIES OF THE PARTIES AND DISPUTES RESOLUTION

- 7.1. Both Parties are responsible for any breach of the terms and conditions of the Agreement under the Russian Federation legislation.
- 7.2. Any dispute arising under this Agreement shall be resolved by negotiations and consultations between the Parties.
- 7.3. Complaint dispute resolution procedure is mandatory. Each Party has 10 days to respond a complaint since the day of receiving it.
- 7.4. In case there is no possibility of dispute resolution by negotiations, the complaints will be resolved in arbitrage court of Saratov region under the Russian Federation legislation.

8. ADDITIONAL INFORMATION

- 8.1. The Service Provider is not obliged to start the translation before receiving the Application Form or Supplementary Agreement by e-mail with the signature and stamp of the Customer.
- 8.2. Additional services may include: post-editing, formatting, information and consultation services. Supplementary Agreement will include the terms and conditions, due dates, price and terms of payment for delivering of the above mentioned services.
- 8.3. The Agreement is drafted in 2 copies. The Agreement contains final and complete terms and replaces all previous obligations, preliminary discussions, negotiations and correspondence exchange.

9. ADDRESSES AND BANK ACCOUNTS

1. SERVICE PROVIDER: INDIVIDUAL ENTREPRENEUR CHERNISHOVA
Y.P. Taxpayer Identification Number (INN) 645395426727, Principal State
Registration Number (OGRN) 318645100060140; Address: 410080
20 Regskaya Street, Apt. 4 Saratov, The Russian Federation
Telephone number: +79173295153, Bank account number:
4080281056000013944, Bank: Sberbank of Russia Bank address: Samara, The
Russian Federation, correspondent bank account number:
30101810200000000607, BIC 043601607

2. CUSTOMER:

10. SIGNATURES

SERVICE PROVIDER

_____ / _____ /

« » _____ 2022

PLACE FOR STAMP

CUSTOMER

_____ / _____ /

« » _____ 2022

PLACE FOR STAMP

**APPLICATION FORM
FOR TRANSLATION SERVICES**

First name/Surname	
Telephone number	
Email	
Language of origin	
Target language	
Subject	
Date of inquiry	
Expiry date/Due date	
Text formatting requirements	
Price	

SIGNATURES

SERVICE PROVIDER

CUSTOMER

_____ / _____ /

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2022

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2022

PLACE FOR STAMP

PLACE FOR STAMP