



## Koonin Translations

### General Terms of Business for Commissioned Translation Work

#### 1. Definitions and Interpretation

##### 1.1 Definitions

In this Agreement, unless the context otherwise requires, the following expressions shall be given the following meanings:

'Agreement' means these standard terms of business.

'Assignment' means the period during which the Translation Services Provider performs services or carries out work for or on behalf of the Client or as otherwise agreed between the Client and the Translation Services Provider, commencing at the time the Translation Services Provider first starts such work and services and ending upon the cessation by the Translation Services Provider of all such work and services.

'Client' means the Party commissioning Translation Services in the normal course of business.

'Confidential Material' means any sensitive or private information with regard to the Client or their business.

'Source Material' means any text or other medium provided by the Client to the Translation Services Provider and which contains a communication which has to be translated, and may comprise text, sound and/or images.

'Translation Services Provider' means the Party providing Translation Services in the normal course of business. The Translation Services Provider shall be Koonin Translations.

'Translation Services Task' means the preparation of Translation Services, i.e. translation or any other related task such as revising, editing, proofreading, etc., which calls upon the skills of the Translation Services Provider.

'Translation Services' means the commissioned work produced by the Translation Services Provider.

'Third Party' means any party who is not a party to this Agreement.



## 1.2 Interpretation

In this Agreement, unless the context otherwise requires:

Words in the singular shall include the plural and vice versa.

No part of any numbered clause shall be read separately from any other part.

Clause headings are provided for convenience of reading only and shall be ignored for the purposes of ascertaining meaning.

A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time.

References to a "Party" or the "Parties" means the parties to this Agreement. Such Parties may be natural or legal persons, including, for example, private individuals, associations, partnerships, economic interest groupings or corporate entities.

Any words following the terms "including", "include", "in particular", "for example" or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

## 2. Copyright in Source Material, and Translation Rights

2.1 The Translation Services Provider accepts the Translation Services Task from the Client on the understanding that performance of the Translation Services Task will not infringe any Third Party rights.

Accordingly the Client warrants to the Translation Services Provider that:

- 1) the Client has full right and authority to enter into this Agreement, having acquired the right and licence to translate and publish the Source Material; and
- 2) the Source Material does not infringe the copyright or any other right of any person;

2.2 The Client shall indemnify the Translation Services Provider against any loss, injury or damage (including legal costs and expenses and compensation paid by the Translation Services Provider to compromise or settle any claim) which the Translation Services Provider suffers as a consequence of any breach or alleged breach of any of the above warranties or as a consequence of any claim that the Source Material contains anything objectionable, libellous, blasphemous or obscene or which constitutes an infringement of copyright or of any other rights of any Third Party.

## 3. Fees: (binding) Quotations and (non-binding) Estimates


3.1 In the absence of any specific agreement, the fee to be charged shall be determined by the Translation Services Provider on the basis of the Client's description of the Source Material, the purpose of the Translation Services and any instructions given by the Client.



- 3.2 No fixed quotation shall be given by the Translation Services Provider until he/she has seen or heard all the Source Material and has received clear and complete instructions in writing from the Client.
- 3.3 Where VAT is chargeable it will be charged in addition to the quoted.
- 3.4 Any fee quoted, estimated or agreed by the Translation Services Provider on the basis of the Client's description of the Translation Services Task may be subject to amendment by agreement between the Parties if, in the Translation Services Provider's opinion on having seen or heard the Source Material, that description is materially inadequate or inaccurate.
- 3.5 Any fee agreed for Translation Services which are found to present latent special difficulties of which neither party could be reasonably aware at the time of offer and acceptance shall be renegotiated, always provided that the circumstances are made known to the other Party as soon as reasonably practical after they become apparent.
- 3.6 An estimate shall not be considered contractually binding, but given for guidance or information only.
- 3.7 Subject to clause 3.2 above, a binding quotation once given after the Translation Services Provider has seen or heard all the Source Material shall remain valid for a period of thirty (30) days from the date on which it was given, after which time it may be subject to revision.
- 3.8 Costs of delivery of the Translation Services shall normally be borne by the Translation Services Provider. Where delivery requested by the Client involves expenditure greater than the cost normally incurred for delivery (for example, courier and/or recorded or special delivery), the additional cost shall be chargeable to the Client. If the additional cost is incurred as a result of action or inaction by the Translation Services Provider, it shall not be borne by the Client, unless otherwise agreed.
- 3.9 Other supplementary charges, for example those arising from:
- discontinuous text, complicated layout or other forms of layout or presentation requiring additional time or resources, and/or
  - poorly legible copy or poorly audible sound media, and/or
  - terminological research, and/or
  - certification, and/or
  - priority work or work outside normal office hours in order to meet the Client's deadline or other requirements, may also be charged.

The nature of such charges shall be agreed in advance.

- 3.10 If any changes are made in the text or the Client's requirements at any time while the Translation Services Task is in progress, the Translation Services Provider's fee, any



applicable supplementary charges and the terms of delivery shall be adjusted in respect of the additional work.

#### **4. Delivery**

- 4.1 Any delivery date or dates agreed between the Translation Services Provider and the Client shall become binding only after the Translation Services Provider has seen or heard all of the Source Material to be translated and has received complete instructions in writing from the Client.
- 4.2 The date of delivery shall not be of the essence unless specifically agreed in writing.

#### **5. Payment**

- 5.1 Payment in full to the Translation Services Provider shall be effected no later than thirty (30) days from the date of invoice by the method of payment specified.
- 5.2 For long Assignments or texts, the Translation Services Provider may request an initial payment and periodic partial payments on terms to be agreed.
- 5.3 Settlement of any invoice, part-invoice or other payment shall be made by the due date agreed between the Parties or in the absence of such agreement within the period stipulated in clause 5.1.
- 5.4 Where delivery is in instalments and notice has been given that an interim payment is overdue, the Translation Services Provider shall have the right to stop working on the Translation Services Task at hand until the outstanding payment is made or other terms agreed.
- 5.5 Any payment that is not made before the due date shall bear interest at the rate of three per cent (3%) above the base rate of Barclays Bank from time to time calculated on a daily basis from the date when such payment fell due until the date of payment.
- 5.6 This action shall be without prejudice to any sums due and without any liability whatsoever to the Client or any Third Party.

#### **6. Copyright in Translations**

- 6.1 In the absence of a specific written agreement to the contrary, copyright in the Translation remains the property of the Translation Services Provider.
- 6.2 The Translation Services Provider may use and sell, or resell any non-confidential Translation or any part or record thereof not covered by copyright, the Official Secrets Act, legal professional privilege or public interest immunity.
- 6.3 Where copyright is assigned or licensed (formally in writing as required by section 90(3) of the Copyright, Designs and Patents Act 1988 (the "1988 Act"), to take valid effect in law, or informally without writing but taking valid effect in equity outside the 1988 Act) this shall be effective only on payment of the agreed fee in full.



- 6.4 Copyright in any completed or residual part of Translation Services shall remain the property of the Translation Services Provider, and the conditions applicable to assignment of copyright and the grant of a licence to publish such Translation shall be as specified above.
- 6.5 Where the Translation Services Provider retains the copyright, unless otherwise agreed in writing, any published text of the Translation shall carry the following statement: “© (English or other) text (Translator’s name) (Year date)” as appropriate to the particular case.
- 6.6 Where the Translation Services Provider assigns the copyright to the Translation Services and the Translation Services are subsequently printed for distribution, the Client shall acknowledge the Translation Services Provider’s work in the same weight and style of type as used for acknowledgement of the printer and/or others involved in production of the finished document, by the following statement: “(English or other) Translation by (Translator’s name)”, as appropriate to the particular case.
- 6.7 Where Translation Services are to be incorporated into translation memory system or any other corpus the Translation Services Provider shall license use of the Translation Services for this purpose for an agreed fee.
- 6.8 Such incorporation and use shall only take place after the licence for the purpose has been granted by the Translation Services Provider in writing and the agreed fee has been paid in full.
- 6.9 It shall be the duty of the Client to notify the Translation Services Provider that such use will be made of the Translation Services.
- 6.10 All Translation Services are subject to the Translation Services Provider’s right of integrity.
- 6.11 If Translation Services are in any way amended or altered without the written permission of the Translation Services Provider, he/she shall not be in any way liable for amendments made or their consequences.
- 6.12 If the Translation Services Provider retains the copyright in Translation Services, or if Translation Services are to be used for legal purposes, no amendment or alteration may be made to Translation Services without the Translation Services Provider’s written permission. The right of integrity may be specifically waived in advance by the Translation Services Provider in writing.

## **7. Confidentiality and Safe-keeping of the Client’s Documents**

- 7.1 No documents submitted to the Translation Services Provider for Translation Services shall be deemed to be confidential unless this is expressly stated by the Client.
- 7.2 However the Translation Services Provider shall at all times exercise due discretion in respect of disclosure to any Third Party of any information contained in the Client’s Source Material or Translations thereof without the express authorisation of the Client.



- 7.3 Notwithstanding clause 7.2, the Parties agree that a Third Party may be consulted over specific translation terminology queries in relation to the Source Material.
- 7.4 The Translation Services Provider shall be responsible for the safe-keeping of the Client's Source Material and copies of documents submitted for Translation Services, and shall, where necessary, ensure their secure disposal.
- 7.5 If requested to do so by the Client, the Translation Services Provider shall insure documents in transit from the Translation Services Provider, at the Client's expense.

## **8. Cancellation and Frustration**

- 8.1 If a Translation Services Task is commissioned and subsequently cancelled, reduced in scope or frustrated by an act or omission on the part of the Client or any Third Party, the Client shall except in the circumstances described in clause 8.4 pay the Translation Services Provider the full fee unless otherwise agreed in advance.
- 8.2 The work completed shall be made available to the Client.
- 8.3 If a Client goes into liquidation (other than voluntary liquidation for the purposes of reconstruction), or has a receiver appointed or becomes insolvent, bankrupt or enters into any arrangement with creditors the Translation Services Provider shall have the right to terminate a contract.
- 8.4 Neither the Translation Services Provider nor the Client shall be liable to the other or any Third Party for consequences which are the result of circumstances wholly beyond the control of either Party.
- 8.5 The Translation Services Provider shall notify the Client as soon as is reasonably practical of any circumstances likely to prejudice the Translation Services Provider's ability to comply with the terms of the Client's order, and assist the Client as far as reasonably practical to identify an alternative solution.

## **9. Complaints and Disputes**

- 9.1 Failure by the Translation Services Provider to meet agreed order requirements or to provide Translation Services which are fit for its stated purpose shall entitle the Client to:
  - 1) reduce, with the Translation Services Provider's consent, the fee payable for work done by a sum equal to the reasonable cost necessary to remedy the deficiencies, and/or
  - 2) cancel any further instalments of work being undertaken by the Translation Services Provider. Such entitlement shall only apply after the Translation Services Provider has been given one opportunity to bring the work up to the required standard.
- 9.2 The entitlement referred to in clause 9.1, shall not apply unless the Translation Services Provider has been notified in writing of all alleged defects.



- 9.3 Any complaint in connection with a Translation Services Task shall be notified to the Translation Services Provider by the Client (or vice-versa) within one month of the date of delivery of the Translation Services. If the Parties are unable to resolve the complaint, the matter may be referred by either Party to the Chartered Institute of Arbitrators. Such referral shall be made no later than two months from the date on which the original complaint was made.
- 9.4 If a dispute cannot be resolved amicably between the Parties, or if either Party refuses to accept arbitration, the Parties shall be subject to the exclusive jurisdiction of the Courts of England and Wales. In any event this Agreement shall be construed in accordance with English law.

## **10 Responsibility and Liability**

- 10.1 The Translation Services Task shall be carried out by the Translation Services Provider using reasonable skill and care and in accordance with the provisions and spirit of the Code of Professional Conduct of the Institute of Translation and Interpreting.
- 10.2 Time and expense permitting, the Translation Services Provider shall use his or her reasonable commercial endeavours to undertake the work to the best of his or her ability, knowledge and belief, and consulting such authorities as are reasonably available to him/her at the time.
- 10.3 Subject to clause 10.4, Translation Services shall be fit for their stated purpose and target readership, and the level of quality specified.
- 10.4 Unless specified otherwise, Translation Services shall be deemed to be of “for information” quality only.
- 10.5 Nothing in this Agreement shall be construed as seeking to restrict a Party’s liability for personal injury or death arising from its own negligence.
- 10.6 Subject to clause 10.5, the liability of the Translation Services Provider under or in respect of this Agreement, whether in tort, contract or otherwise, shall be limited to the cost of the Translation Services Task being undertaken when the liability arises.
- 10.7 Neither Party shall be liable to the other in respect of any consequential or indirect loss whatsoever.

## **11. Unfair Competition**

- 11.1 Subject to clause 11.2, where in the course of business the Translation Services Provider’s Client is a translation intermediary and introduces the Translation Services Provider to a Third Party work-provider, the Translation Services Provider shall not knowingly, for a period of 6 months from return of the last Translation Services Task arising from the introduction, approach the said Third Party for the purpose of soliciting work, nor work for the Third Party in any capacity involving translation, without the Client’s written consent.



11.2 The restrictions in clause 11.1 shall not apply where:

- the Third Party work-provider has had previous dealings with the Translation Services Provider, or the Translation Services Provider acts on the basis of information in the public domain, or
- the approach from the Third Party is independent of the relationship with the intermediary, or
- the approach to the Third Party arises as the result of broad-band advertising, or
- the Third Party is seeking suppliers on the open market, or
- the translation intermediary only makes isolated use of the Translation Services Provider's services.

## 12. Applicability and Integrity

12.1 This Agreement shall come into effect either (1) when the Client signs the Agreement; or (2) when the Client commences delivery of the Source Material; or (3) when the Translation Services Provider provides any services under the Agreement, whichever is the earlier.

12.2 This Agreement should be read in conjunction with the Code of Professional Conduct of the Institute of Translation and Interpreting.

12.3 This Agreement may be subject to any detailed requirements or variants expressly specified in the order relating to a particular Translation Services Task.

12.4 No waiver of any breach of any condition in this Agreement shall be considered as a waiver of any subsequent breach of the same or any other provision.

We hereby accept these terms and conditions:

Signed by Translation Services Provider .....

Name .....

Signed by Client .....

Name .....