

GENERAL TERMS OF SALE FOR TRANSLATION, CORRECTION, REVISION, PROOFREADING AND REDACTION SERVICES

1. APPLICABILITY AND VALIDITY OF TERMS OF SALE

All orders placed imply the *Client's* full acceptance of these Terms of Sale, without any reservation whatsoever and to the exclusion of any other document.

No special terms will take precedence over these Terms of Sale unless expressly stated in writing on the final and binding purchase order.

The execution of any service by *Stéphanie Cordier (Stéphanie Cordier 1020 route de Saint Jean Le Carré Vert J101, F-38500 Coublevie, hereafter "Stéphanie Cordier)* implies the *Client* accepts these Terms of Sale and waives his own general terms and conditions. Any other disposition, in the absence of manifest consent, will be ineffective against *Stéphanie Cordier*, regardless of the time at which she may have been made aware of it.

Any condition to the contrary shall not be binding to *Stéphanie Cordier* unless expressly accepted by *Stéphanie Cordier* in writing, regardless of when *Stéphanie Cordier* becomes aware of the condition. That *Stéphanie Cordier* does not exercise one or more of the provisions in these Terms of Sale shall not be interpreted as a waiver of *Stéphanie Cordier's* right to exercise any of the provisions in these Terms of Sale at a later date.

2. QUOTES AND ORDERS

Each order placed by the *Client* shall be preceded by a free quote issued by *Stéphanie Cordier* based on the documents to be translated or information provided by the *Client*.

The quote *Stéphanie Cordier* sends to the *Client* by regular mail, electronic mail, or fax shall include:

- The number of words or pages to be translated;
- The language pair;
- The way in which the translation was priced. A translation is billed either at a flat rate, at an hourly rate, or based on *Stéphanie Cordier's* rates at the time the quote is prepared, such as the number of words in the text to be translated or number of target words in the translated text, according the Statistics function in Microsoft Word, by line, page, or by hour.
- The date of delivery of the translation;
- The format of the translated documents in case a specific layout has been requested;
- Any special rates applied because of urgency, specific research, or any other service that goes beyond the services usually provided by *Stéphanie Cordier*.

To confirm an order, the *Client* must return the unaltered quote with the *Client's* written approval and signature to *Stéphanie Cordier* by regular mail or fax if the quote was sent to the *Client* by regular mail or fax. If the *Client* received the quote by electronic mail, the *Client* may confirm the order by expressing this clear acceptance by return electronic mail. If *Stéphanie Cordier* does not receive the order confirmation, she reserves the right not to commence work on the project concerned.

If confirmation of the order is not received within three (3) months of the date the quote is sent by the means stipulated above, the quote shall be considered null and void.

Stéphanie Cordier reserves the right, after informing the *Client*, to charge an additional fee and/or not to adhere to the delivery date on the *Client's* initial order in the following cases:

- Modification of documents or the addition of documents by the *Client* after the initial quote was prepared by *Stéphanie Cordier*, in which case *Stéphanie Cordier* reserves the right to adjust the rate based on the additional volume of work estimated or requested;
- If the documents were not furnished during the quote preparation process;
- If the initial quote was based on the *Client's* estimation of the number of words and an excerpt of the text.

In the absence of the *Client's* express acceptance of the new delivery and/or invoicing conditions, *Stéphanie Cordier* reserves the right not to commence work.

Unless otherwise stated on the quote, costs incurred during the provision of services (travel, courier or postal fees, etc.) Any decisions to offer a discount, reduction, or sliding fee scale based on a percentage or flat fee (per page, line or hour) are at the sole discretion of *Stéphanie Cordier* and only for the service to which they apply. Any discounts or rebates offered to the *Client* shall not create a right vested in interest concerning future services.

In the event that a quote is not sent to the *Client* before the commencement of work, translation services shall be invoiced at the base rate usually billed by *Stéphanie Cordier*.

3. PROOF

The *Client* agrees to consider faxes, e-mails, copies, and computer files as equivalent to the original and valid proof that the order was confirmed.

4. DEPOSITS

Any order exceeding Euro 1,000.00 excluding tax may be subject to a deposit, the amount of which shall be clearly stipulated in the quote. Work shall begin only once the payment has cleared.

5. DELIVERY

Any delivery date or dates agreed between *Stéphanie Cordier* and the *Client* shall become binding only once *Stéphanie Cordier* has received all the documents to be translated and if the *Client* has confirmed his/her order as specified in Paragraph 2 above within 3 (three) working days from the date of reception of the quote. After that time, the delivery date may be revised if so required by *Stéphanie Cordier's* workload.

6. STÉPHANIE CORDIER'S OBLIGATION

Stéphanie Cordier agrees to provide a translation that is as faithful as possible to the original and that complies with professional standards. She shall do everything possible to take into account and include in the translation information provided by the *Client* (glossaries, drawings, diagrams, abbreviations). *Stéphanie Cordier* shall not be held liable for any inconsistencies or ambiguities in the source text, the verification of the final text's technical coherence remaining the *Client's* sole responsibility.

7. THE CLIENT'S OBLIGATIONS

The *Client* shall provide *Stéphanie Cordier* with all of the texts to be translated and all of the technical information required to understand the text and, if necessary, the specific terminology required. If the *Client* fails to inform *Stéphanie Cordier*, she shall not be held liable if the translation does not conform to the *Client's* standards or if delivery is late.

The *Client* has 10 working days from the time the translated documents are received to inform *Stéphanie Cordier* in writing of any disagreement concerning the quality of the translation. Once this period has expired, the service shall be considered duly completed and no claims may be made. The *Client* agrees to consider postal, fax, or electronic mail receipts as proof of delivery.

8. CONFIDENTIALITY

Stéphanie Cordier agrees to preserve the confidentiality of information she becomes aware of before, during, and after providing services. Original documents shall be returned to the *Client* upon simple request.

Stéphanie Cordier shall not be held liable in the event that information is intercepted or used by a third party during the transfer of data, especially on the Internet. Therefore, the *Client* must inform *Stéphanie Cordier* before the provision of services or at the time the order is placed of the means of transmission the *Client* would like *Stéphanie Cordier* to use to ensure the confidentiality of any sensitive information.

9. FORMAT

Translations are delivered by electronic mail in the same format than the original documents except PDF files that will be delivered in MS Word format. Any other means of delivery or formats must be expressly agreed to by the parties and may result in additional fees.

10. RESPONSIBILITY

The liability of *Stéphanie Cordier* on any grounds whatsoever shall be limited to the invoiced value of the work.

Under no circumstances shall *Stéphanie Cordier* be held liable for claims related to nuances of style.

It is expressly agreed that delivery deadlines are provided for information only and that missed deadlines shall not be considered grounds for penalties. *Stéphanie Cordier* shall not be held liable for direct or indirect harm to the *Client* or a third party resulting from late delivery due to force majeure or fax transmission, electronic mail, postal and other problems.

11. CORRECTIONS AND PROOFREADING

In the event of disagreements about certain aspects of the translation, *Stéphanie Cordier* reserves the right to correct these aspects in cooperation with the *Client*.

If the translation is to be published, *Stéphanie Cordier* shall receive the printer's proofs to proofread them before the document goes to print.

Unless otherwise specified in writing, all corrections will result in additional charges to be billed at the prevailing hourly rate.

12. PAYMENT

Unless otherwise mentioned on the quote, payment in full to *Stéphanie Cordier* shall be made no later than 30 days from the date of invoice.

In the case of payments by check or wire from abroad, all forex and banking fees will be specified on the quote or be billed to the *Client*.

In the event of late payments, orders in progress can be unilaterally interrupted until full payment is received and the *Client* will be liable for late payment statutory charge with an interest rate of three times of legal reference rate and for late payment statutory fixed charge of 40 euros to cover debt collection costs (Art. L-441-3 to -6 of the french "Commercial Code").

Translations remain the property of *Stéphanie Cordier* until payment has been received in full. If these conditions have not been ensured by the *Client*, under no circumstances shall *Stéphanie Cordier* be held liable if all or a portion of the documents to be translated were to infringe on the rights of a third party or violate any applicable regulations. If this were to occur, the *Client* shall be held solely liable for any harm or financial consequences resulting from the *Client's* negligence.

13. COPYRIGHT

Before undertaking to have a document translated, the *Client* must ensure that this does not infringe on any third-party rights. Therefore, the *Client* must be the author of the original document or have obtained written permission to have the document translated from the party holding the copyrights to the document.

If these conditions have not been ensured by the *Client*, under no circumstances shall *Stéphanie Cordier* be held liable if all or a portion of the documents to be translated were to infringe on the rights of a third party or violate any applicable regulations. If this were to occur, the *Client* shall be held solely liable for any harm or financial consequences resulting from the *Client's* negligence.

Furthermore, the *Client* acknowledges that the translation is a new document, whose copyright is held jointly by the author of the original document and *Stéphanie Cordier*. As a result, for literary or artistic translation, and without harm to *Stéphanie Cordier's* rights to the work, she reserves the right to require that *Stéphanie Cordier's* name be mentioned on any copies or publications of the translation, in compliance with France's Intellectual Property Code (paragraph L.132-11).

14. CANCELLATION

If work that is commissioned is subsequently cancelled after work has commenced, for whatever reason and notified in writing by the *Client* to *Stéphanie Cordier*, the *Client* shall pay *Stéphanie Cordier* the full contract sum for the work completed and half (fifty percent) for the uncompleted work.

15. COMPLAINTS AND DISPUTES

In the event of a complaint or dispute of any nature whatsoever, *Stéphanie Cordier* and the *Client* agree to attempt to settle the complaint or dispute amicably as follows. The parties agree to do everything within their power to ensure that arbitration is successful. They agree to operate in good faith. They also agree not to take legal action in the four months following the referral of the dispute. The parties agree that any attempt to resolve the matter through other channels during this period may result in the rejection of the case or in the incapacity to resolve the matter amicably.