



CODISTRANS

CLIENT TRANSLATION AGREEMENT



Agreement entered into between:

On the one hand

“CODISTRANS PROJECTS INC in collaboration with GHANA ASSOCIATION OF TRANSLATORS & INTERPRETERS”, with registered address at B 36, MANET COURT, EAST AIRPORT - ACCRA, represented by, Mr. Linus Ankoma Hanson, (hereinafter referred to as “the Service Provider”), and

On the other hand

“ _____ ”, represented by _____ , authorized by the company, /
enterprise
(hereinafter referred to as “the Client”)

Agree as follows:

DEFINITIONS

Unless expressly stated otherwise, in this Agreement the following words shall bear the following meaning:

- 1.1. "Services" shall refer to services referred to in Article 3 of this Agreement;
- 1.2. "Party" shall refer to a service provider or client separately;
- 1.3. "Parties" shall refer to the service provider and the client collectively.
- 1.4. “Working days” in this Agreement includes all calendar days except weekends and public holidays.

SCOPE

The Service provider shall provide the Services described in Article 3 to the Client under the terms and conditions set forth in this Agreement, and the Client shall pay for the Services rendered by the Service provider as specified herein.





SERVICES

- 3.1. The Service provider shall provide the following services: translation and certification of document / documents.
- 3.2. The Client shall give a final approval under the terms and conditions of this Agreement to the Service provider by e-mail.
- 3.3. The parties agree that the deadlines and procedures shall be determined by both parties at the time of agreement as specified in this Agreement.
- 3.4. If there are any additional requirements provided by the Client and/or if there are any unforeseen circumstances that have arisen on the Service provider's side during the time of this agreement, the deadline for providing the Services specified in paragraph 3.3 of this Agreement shall be extended for a period agreed by both parties.
- 3.5. The parties agree that the **Certified Translation** shall be delivered by electronic mail.

PRICES OF SERVICES AND SETTLEMENT PROCEDURES

- 4.1. The cost of the Certified Translation Services shall be as follows;
 - a) COST OF NORMAL TRANSLATION PER PAGE –
 - b) COST OF EXPRESS TRANSLATION PER PAGE -
 - c) COST OF CERTIFICATION PER CHAPTER –
 - d) COMMITMENT FEE (50 % of TOTAL COST) –
 - e) FINAL PAYMENT (Balance of 50%) : To be paid after 3 (three) working days upon receipt of Translation / Certified Translation.
- 4.2. Fifty percent (50%) Commitment fee should be paid immediately before start of translation.
- 4.2.1 Commitment fee should be paid into the following account details;

Account name : Linus Ankoma Hanson
Bank : Ghana Commercial Bank
Branch : Tetteh Quashie Circle
Account no.: 1261010006440





- 4.3 The parties agree that if the Client requests any additional services or if the Service provider experiences unforeseen additional costs, the cost of services specified herein may be increased upon the agreement of both parties.
- 4.4 If the Service provider fails to provide the agreed services on the date agreed by both parties, the Service provider shall pay 2% of the Total cost of translation as penalty charges for each day of delay.

SERVICE PROVIDER'S RIGHTS AND OBLIGATIONS

- 5.1. The Service provider agrees:
 - 5.1.1. To take orders from the Client according to the procedure specified in this Agreement and provide quality language services;
 - 5.1.2. To provide Services specified in Article 3 of this Agreement on the agreed date and following established procedures;
 - 5.1.3. To complete the entire translation within 2-5 working days for Express translation and 5-20 working days for a Normal translation.
 - 5.1.4. To coordinate in advance with the Client the necessary costs of any additional orders / works in writing;
 - 5.1.5. To return to the Client all the provided documents, after providing the Services specified in Article 3 of this Agreement;
 - 5.1.6. The Client must provide all the information necessary for the execution of this Agreement.

CLIENT'S RIGHTS AND OBLIGATIONS

- 6.1. The Client must:
 - 6.1.1. Agree on the date and other delivery terms and conditions herein;
 - 6.1.2. Provide all the necessary information to the Service provider;
 - 6.1.3. Accept the work done by the Service provider under this Agreement;
 - 6.1.4. Pay for the Services provided by the Service provider on the agreed terms and carry out other contractual obligations;
- 6.2. The client has a right to get information from the Service provider about the mode of payment;
 - 6.2.1. To provide separate instructions to the Service provider, regarding payment.





CONFIDENTIALITY

- 7.1. The Service Provider during the term of the Agreement and after termination of this Agreement shall keep all the information received (in writing and in any other form) from the Client under the terms of this Agreement confidential and shall not disclose it to third parties, except the information that is treated as public according to the laws.
- 7.2. The parties agree that the information will not be regarded as confidential and the Service provider shall not be bound by the obligations in this Agreement, if such information was public and known to the Service provider prior to the date of signing this Agreement or has become publicly known (published in the media) not because of the Service provider's fault, i.e. the Service provider did not violate the terms and conditions of this Agreement.

CONTRACTUAL LIABILITY

- 8.1 If the Client fails to fulfill obligations provided in the paragraph 6.1, the Service Provider shall not be liable for the fulfillment of the obligations, specified in the paragraph 5.1.
- 8.2 If the Client does not accept the provided services (or any part of it), the Client must submit a written claim to the Service provider with the specified problems. Then the Service provider must correct any mistakes, inaccuracies, inconsistencies and non-compliance errors within 10 (ten) working days from the date of written claim at its own expense.

TERMINATION OF AGREEMENT

- 9.1. This Agreement may be terminated on the grounds provided in the Agreement, including the termination upon the agreement of both parties with at least a three (3) day notice period.
- 9.2. If the Client fails to fulfill its obligations under the paragraph 6.1 and fails to eliminate violations within 5 working days after receiving a written notice from the Service provider, the Service provider can ask to terminate the Agreement before the agreed deadline.
- 9.3. If the Service provider fails to fulfill its obligations under the paragraph 5.1 and fails to eliminate violations within 10 working days after receiving a written notice from the Client, the Client can ask to terminate the Agreement before the agreed deadline.
- 9.4. Termination of the Agreement shall not relieve the parties from the obligation to pay the penalties, damages, payment for work already done, if the termination of the agreement is not the fault of the Service provider.





FORCE MAJEURE

- 10.1. Party is not financially responsible for any failure to fulfill obligations or improper performance, if this is due to force majeure.
- 10.2. The Parties agree to follow the exemption from liability in case of force majeure, according to the terms of this agreement.

OTHER CONDITIONS

- 11.1. This Agreement shall enter into force with immediate effect and shall be valid until the complete fulfillment of contractual obligations.
- 11.2. In case of any disputes regarding the obligations of this Agreement both Parties agree to seek a mutual agreement. In case of failure to reach a mutual agreement , disputes shall be settled in accordance with the legislation of the Republic of Ghana in the courts of the Republic of Ghana.
- 11.3. This Agreement may be amended or supplemented only by written agreement of both Parties that becomes an integral part of this Agreement.
- 11.4. This Agreement is made in two copies, each for either party.
- 11.5. This Agreement shall be signed by both parties and shall be an integral part of this Agreement and have the same legal power as the Agreement itself.

ADDRESSES AND DETAILS OF THE PARTIES

SERVICE PROVIDER:

Company representative:

Mr. Linus Ankoma Hanson
B 36, Manet Court
East Airport
+233241 525 076
Email: lyankomahans@gmail.com

Signature :

CLIENT:

Represented by;

Signature :

