Translation Services Estimate and Statement of Work

|  |  |
| --- | --- |
|  | **December 30, 2014** |

<NAME>, <EMAIL>, <PHONE>

Dear <CLIENT>:

Here is our estimate for translating your <SOURCE\_FILES> file(s) from English into <NUMBER\_OF\_TARGETS> Language(s) as follows:

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|  | | |
| **Standard Delivery Total** |  |  |
| **Express Delivery Total** |  |  |

|  |
| --- |
| **Project timing** |
| Delivery schedule does not include time for any customer tasks |
| Turnaround time is approximate. A project schedule will be delivered when project begins. |
| **Deliverables** |
| Same as Source |
| **Scope** |
| VIA will translate, edit and proofread the file(s) listed below. |
| Graphics in uneditable format will remain in English. |
| **File List** |

*\*MBD = Memory Bank Discount*

**To initiate this project, please sign and fax or email the last page back to me at 503-243-1968.**

Thank you,

<AE\_NAME>

<AE\_EMAIL>

<AE\_PHONENUMBER>

Terms & Conditions

The following Terms and Conditions constitute a legally binding agreement (the "Agreement") between you ("You" or the "Client") and VIA, Inc., (“VIA”) regarding translation and editing services ("Services") rendered or to be rendered by VIA. This Order is made effective as of the date set forth above (the “Order Form Effective Date"), sets forth the products and/or services to be provided by VIA, Inc. (“VIA”) to the business entity identified in the signature block below (“Client”) and is governed by the terms of (i) a written Master Agreement dated as of the Master Agreement Effective Date set forth herein between VIA and Client (the “Master Agreement”) or (ii) if the parties have not entered into a written Master Agreement as of the Order Form Effective Date, the clickwrap “Master Agreement” located at <http://www.VIAdelivers.com/terms_of_use.php> as of the Order Form Effective Date (the “Clickwrap”). In the event the Master Agreement entered into between VIA and Client (i) does not state invoicing and payment terms, or (ii) references the Order, or any other similar document, and no other invoicing or payment terms are explicitly stated in this Order, the clickwrap Master Agreement invoicing and payment terms will apply, as stated in Section 2 of the clickwrap Master Agreement located at <http://www.VIAdelivers.com/terms_of_use.php>. The parties agree that this Order is incorporated by reference into the Master Agreement or Clickwrap, as applicable, as an additional product and/or services order as of the Order Form Effective Date. Except as otherwise defined herein, all capitalized terms used in this Order shall have the meanings attributed to them in the Master Agreement or Clickwrap, as applicable. This Order supersedes any related quotation issued by VIA pertaining to the products and services set forth herein.

Project-at-a-Glance

|  |  |
| --- | --- |
| **Customer** |  |
| **Project title** |  |
| **Final deliverables** |  |
| **Languages** | English > |

This estimate is valid for thirty days, beginning December 30, 2014.

**Please choose either Standard \_\_\_\_\_ or Priority \_\_\_\_\_service for the desired turnaround time and cost:**

|  |  |  |
| --- | --- | --- |
| **Standard Delivery Total** |  |  |
| **Priority Delivery Total** |  |  |

Thank you for making VIA your preferred translation vendor.

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| Approved by:  (*authorized signature*) |  | Billing Contact: |  |
| Printed Name: |  | Title: |  |
| Title: |  | Address: |  |
| Date: |  | Phone: |  |
| PO Number: |  | Fax: |  |
|  |  | Email: |  |

Upon acceptance, please fax this page to VIA at: 1-503-243-1968

Attention: <AE\_NAME>

VIA internal locator: <VTP\_URL>