Purchase Order

Job #:	Put the job identification number from translation management or invoicing systems here.
Purchase Order #:	Put the PO number - often autogenerated - here.
Client:	
Project name:	
Project manager:	
Request date:	Put the date upon which you are securing the talent's time with this PO.
Deadline:	Indicate the day of the week, date, and time due + the time zone. (i.e. Monday, October 28 at 8:00 am PST)
Linguist:	Put *Your Language Lead*'s name here.
Language requested:	Put the language+dialect being translated into here.
Service(s) requested:	Put the services being requested here. (i.e. translation, editing, sensitivity reading, functionality testing)
Technology:	Indicate the technology to be used to process the request, and include information for accessing the project in any translation management systems used.

Word counts & rates:			
	New words (84% matches & ↓)	XXX words X X.XX USD =	XXX.XX USD
	Fuzzy matches (85%-99%)	XXX words X X.XX USD =	XXX.XX USD
	Full matches (100% & ↑)	XXX words X X.XX USD =	XXX.XX USD
		Total charges:	XXX.XX USD

Reference files: (Include the file name and extension for any reference materials provided →)	
	Source content in context: Provide a copy of the source content in context, i.e. a PDF, a website URL, etc.
	TM: Indicate the name of the translation memory to be followed.
	Style guide: Indicate the name of the style guide to be followed. Provide a URL to the style guide as available.
	Glossary: Indicate the name of the glossary/termbase to be followed.

Instructions:	Follow the style guide and glossary. Run a spell-check prior to delivery. Run the automatic CAT QA on your project prior to delivery. Resolve any issues flagged from these checks prior to delivery. (Include any other specific instructions you would like to here.)

*Please refer to our invoicing terms and conditions below when submitting your invoice.

**Please notify your project manager immediately in the event of delays or technical difficulties in the course of the assignment. Failure to complete the aforementioned project upon PO acceptance may result in payment penalties.

***Please read instructions thoroughly and notify your project manager in case of any missing resources or questions. Failure to deliver the project as requested may result in payment penalties.

Thank you!

INVOICING & PO TERMS AND CONDITIONS

PAYMENT TERMS: Net 45 from date of receipt of invoice via PayPal or check issued by US bank.

Other forms of payment must be negotiated in advance (before accepting a job) and confirmed in writing by LSP.

Confirmation of this e‑mail Purchase Order assumes you have agreed to perform the project according to the terms set forth herein. In order to ensure payment, invoices must be submitted in US Funds along with the project and your tax payer identification number (if you reside in the US). We may also request a W‑9 for our files. Should three (3) months elapse subsequent to project delivery without receipt of the invoice, we might close the project without said invoice.

INVOICING INSTRUCTIONS:

Please create your invoice in a format we can save (pdf, docx, doc, xls, etc) and send the invoice to the PM that assigned you the jobs. Make sure your invoice contains the following information:

- Name your invoice with a unique name. Example "Invoice12549.doc"
- Job number
- Language pair
- Job date
- Rate and total amount due in USD (no other currencies will be accepted)
- Your PayPal email address (If you reside in the US and you prefer to be paid by check, please state so)
- Your info (Full name and address, your SSN if you reside in the US, phone number, email address)

Please do not send links for invoices generated in PayPal.

All payments will be made via PayPal or by corporate check in US Funds unless otherwise approved in advance.

By accepting this job, you also accept the terms and conditions included herein.

LSC will pay the price indicated above unless any of the terms of the work performed, as indicated by the Due Date and Due Time, instructions for returning the project, the language combination cited, the computer platform and application indicated as well as special instructions have not been met. LSC considers it the exclusive responsibility of the recipient of this Purchase Order to ensure that the linguistic services performed include, but not be limited to, checking for completeness, correcting spelling, ensuring consistency and accuracy, and demonstrating expertise in the subject matter. LSC will not pay the price of this project if it determines that the recipient of this Purchase Order failed to perform the work requested or misrepresented his or her qualifications to do so. If acting as a representative of LSC in the

capacity of Interpreter or otherwise, personal conduct (including dress) must be professional. By accepting this assignment the linguist agrees not to solicit the end client or clients either directly or indirectly for their benefit or the benefit of any third party. In addition, all information that is learned during the course of this and subsequent projects will be kept completely confidential.

PLEASE NOTE: Your invoices must be received for processing within 90 days from the date that LSC received the last file for which you are submitting an invoice. LSC has no obligation to pay any invoice that is received after the submission deadline or that is not formatted as per the Invoicing Instructions here above.

FURTHER INSTRUCTIONS, TERMS AND CONDITIONS

Acceptance of this Purchase Order, including the instructions, terms and conditions, shall constitute the sole means of effecting an agreement between the parties.

1. Acceptance. By accepting this job, the contractor also agrees to the terms and conditions herein.
2. Applicable Laws. Contractor represents that the services covered by this Purchase Order do not violate any federal, state or local law. This Purchase Order shall be governed by, and construed under, the laws of the State of California, USA, without regard to conflict of laws or choice of laws rules or principles.
3. Assignments. This Purchase Order may not be subcontracted by the Contractor.
4. Indemnification. Contractor shall indemnify, defend, protect and hold harmless LSC, and its agents, employees, owners, shareholders, managers and officers (collectively, the "Indemnities") from and against any and all damages, costs, liabilities, losses, judgments, penalties, fines, claims and expenses, including without limitation, interest, reasonable attorneys' fees and all amounts paid in investigation, defense or settlement of any of the foregoing, asserted against or incurred by the Indemnities in connection with, arising out of or resulting from the project, this Purchase Order, any of Contractor's services or any claim arising out of or in connection with this Purchase Order and/or any breach of any covenant, representation, warranty or agreement made by Contractor.
5. All Special Instructions followed, all deliverables followed, and perform an in-context review when requested.
6. Other Terms: N/A

None of the terms and conditions in this Purchase Order may be added to, modified, superseded or otherwise altered except by a written instrument signed by the parties, which specifically references this Purchase Order.