

THE CONTRACT

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**YILMAZ DUZEN MCIL MITI MAPCI NRPSI IOL Dip.
 Official Turkish Interpreter & Translator**

English <> Turkish

CONTRACT FOR INTERPRETING & TRANSLATION SERVICES BETWEEN	
Client	
Interpreter & Translator	Yilmaz DUZEN
Action Required	Job Ref: After reading this contract please ensure that you sign it and return to me as soon as possible.
Event	
Venue	
On Dates	
Hours	
Logistics	
Languages	English and Turkish
Fee	
Expenses	
Cancellation Terms	More than 1 week's notice: 30%; less than 7 days' notice 50%; less than 48 hours' notice: the full agreed fee.
Force Majeure	If for any reason I should be prevented from fulfilling this contract as agreed, I shall endeavour to find a replacement, a colleague of equivalent competence and qualifications, on the same terms.
Research	The Client will provide the Interpreter with all relevant documents (agenda, subject-matters / reports to be discussed during the meeting, background information) and any existing glossaries including lists of participants - if available – at least 3 days prior to the assignment.
Confidentiality	I work in accordance with the ITI, CIOI and NRPSI Code of Conduct. I shall treat as strictly confidential all information acquired during the course of the assignment. I shall not divulge any such information to third parties nor use it for personal gain.
Terms of Payment	30 days nett

Yilmaz Duzen

(authorised signature)

(Signature)

Date:

Date: