

服務合約 Service Contract

編號/No.: _____

甲方 /

乙方 / 香港翻得好國際集團有限公司

Party A:

Party B: Hongkong Findhow International Group

地址/ADD:

地址/ADD:

電話/TEL:

電話/TEL:

傳真/FAX:

傳真/FAX:

經甲乙雙方協商一致於_____年_____月_____日簽署本合同，共同遵照執行。

In accordance with mutual negotiation, Party A and Party B sign the contract on _____ (M) _____(D), _____(Y) and observe the following articles to carry out the contract together.

一、服務概要/Service Summary:

□ 1、筆譯/Translation

- ★ 主題內容/Subject: _____
- ★ 原文/Source language: _____ ★ 譯文/Target language: _____
- ★ 類別/Type: _____ ★ 字數/Words amount: _____ ★ 頁數/Pages: _____
- ★ 原稿格式/Format of original: _____ ★ 交付格式/Format of finished: _____
- ★ 交付時間/Date of delivery: _____
- ★ 交付方式/Method of delivery: 甲方自取/Pickup by Party A 乙方送遞/Handover by Party B
 傳真/Fax 下載/Download 電郵/E-mail: _____
- ★ 翻譯等級/Translation grade: 快譯/Quick Translation (For reference) 普譯/General Translation (For business)
 精譯/Senior Translation (For publishing)
- ★ 參考文件/Reference document: 無/No 有/Yes _____

□ 2、口譯/Interpretation

- ☆ 類別/Type: 陪同性口譯/Accompanying Interpretation 商務性口譯/Business Interpretation
 會議性口譯/Conference Interpretation 同聲傳譯類/Simultaneous interpretation
 多媒體譯製/Multimedia production 其他類/Others
- ☆ 語種/languages: _____ ☆ 人數/Persons: _____
- ☆ 時間/Time: _____
- ☆ 地點/Place: _____
- ☆ 特別要求/Special requirements: _____

二、服務價格與付款方式/Service price and payment method:

服務單價為/The unit price of service is: RMB/HKD/USD/EUR/JPY _____,

(大寫/ In Words: _____)。

服務總價為 The total price of service is: RMB/HKD/USD/EUR/JPY _____,

(大寫/ In Words: _____)。

預付金額為/The prepaid deposit is: RMB/HKD/USD/EUR/JPY _____,

(大寫/ In Words: _____)。

剩餘金額為/The remained amount is: RMB/HKD/USD/EUR/JPY _____,

(大寫/ In Words: _____)。

剩餘金額以及所有相關服務費用應在乙方完成服務後_____日之內，甲方以 現金 支票

銀行轉帳 銀行電匯 信用卡 其他的形式支付到乙方指定帳戶。

Within _____ days after the completion of Party B's service, Party A shall pay the remained amount and the related service fees to the account designated by Party B by Cash Cheque Payment Order T/T Credit card or Others.

三、服務標準/Service Standard:

甲方已仔細閱讀並同意接受公示的《翻得好服務標準》，並理解以下可能出現的情況：翻譯服務中存在可譯與不可譯、表達方式多樣性等問題。甲方不能因對某些詞的擇取而拒稿。如果甲方對品質有任何爭議，雙方應以商討方式解決。如協商不成，可提交給中國仲裁委員會裁定或中國管轄法院判決。

Party A has carefully read and agreed to *Findhow Service Standard*. The following circumstances about translation are also understood by Party A: translatable language and problems with untranslatable text during translating, diverse possibilities of expressing the same meaning, etc. Party A shall not refuse the translation version due to the choice of some words. Both parties should settle any dispute about quality by discussion. If consensus cannot be reached through consultation, the parties shall refer the dispute to the Arbitration Commission of China or Courts in China for settlement.

四、責任問題/ Responsibility:

甲方已仔細閱讀並明確理解公示的《翻得好客戶須知》。乙方遵守翻譯職業道德，對其譯文的準確性和內容的保密性負責，但不負原稿版權問題等相關的其他責任。如果甲方在乙方翻譯過程中要求中止翻譯，甲方須根據乙方已經翻譯的字數，以協定的價格支付翻譯費。不管甲方商業利潤如何，乙方均有權獲得翻譯費。甲方對譯文有任何疑問，乙方須給予合理解釋並保留最終解釋權。

Party A has carefully read and clearly understood *Findhow Notice to Customers*. Party B shall observe translation vocational ethics, and take the responsibility for the accuracy of the translation and the confidentiality of the content but not take other relevant responsibilities such as the matter of the original manuscript. If Party A asks Party B to cease the translation during translating, Party A shall, according to the translated words, pay the translation fees based on the agreed price. Notwithstanding the business profit or failure to profit of Party A, Party B has the right to receive the translation fees. If Party A has any query about the translation, Party B should give a reasonable explanation and keep the right of final explanation.

五、其他/ Others

本合同一式二份，雙方各執一份，經簽章後具有同等法律效力。

This contract is made in duplicate, respectively held by Party A and Party B, which have equal legal effect after both parties have signed.

甲方/ Party A:

乙方/ Party B: 香港翻得好國際集團有限公司
Hongkong Findhow International Group Limited

簽章/Signature and seal:

簽章/Signature and seal: