



ESTIMATE

SI-CAD-2021-0454-N

We Help You Communicate With the World!

Certified Translation and Interpretation Services in more than 140 languages!

Corporate Headquarters: 1 - (905) - 896 - 8428

Corporate Headquarters Fax: 1 - 844 - 283 - 4960

Toll-Free for North America: 1 - 888 - 294 - 3032

Email: info@languagemarketplace.com



Corporate Headquarters

1055 Canadian Place, Unit 101

Mississauga, Ontario L4W 0C2 Canada

DATE	October 19 2021
PAYMENT TERMS	Payment is required with estimate approval
P.O. NUMBER	

PROJECT MANAGER	Karen Alfayorov Account Coordinator
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ESTIMATE VALID UNTIL	TODAY, October 19 2021 (before 3:00 pm) - Interpreters are on hold
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BILLING INFORMATION:
Melissa Michaud - Events Officer & Communications Advisor Canadian Coast Guard 200 Kent Street Ottawa, ON K1A 0E6 Tel: Email: Melissa.Michaud@dfo-mpo.gc.ca

REQUESTED BY: (If Different from Billing Information)

TYPE OF SERVICE	# OF INTERPRETERS	RATE	TOTAL
Online Simultaneous Interpretation Services			
Comments: Interpreter will connect 15 minutes prior to event start time Date: Wednesday, October 20, 2021 Time: 1:00 pm to 2:30 pm EDT Interpretation Organization Services - <u>FREE OF CHARGE</u> Language(s): English / French Event Platform: Dial-in Conference Toll-Free Telephone # (1st Language): Dial-in Conference Toll-Free Telephone # (2nd Language): Event Service Number: Conference Pass codes (1st language): Conference Pass codes (2nd language): Special Instructions or Information: Client will need to provide the above information in Blue with approval. In order to avoid any Long Distance Charges, Toll-Free Numbers must be provided for the interpreter.	2 2	\$690.00 \$0.00	\$1,380.00 \$0.00
Business Number: 897705406		SUBTOTAL - CAD	\$1,380.00
HST/GST Tax Number: 897705406		HST (13%) - CAD	\$179.40
		GST (5%) - CAD	\$0.00
		TOTAL - CAD	\$1,559.40

TERMS AND CONDITIONS

Cancellation or Postponement Policy: Should the Client cancel or postpone an on-site/on-line confirmed interpretation project and such cancellation/postponement occurs more than five (5) business days before the scheduled date of such project, then the Client is obligated hereunder to pay to Language Marketplace® Inc a CAD \$350.00 administration fee, plus 100% of any travel and on-site costs that have been incurred in respect of such project. If the Client should cancel or postpone a particular project and if such cancellation or postponement occurs within five (5) business days before the scheduled date of such project, then the Client is obligated hereunder to pay to Language Marketplace® Inc 100% of the estimated interpretation charges, plus 100% of any travel and on-site costs that have been incurred in respect of such project. The client acknowledges that interpreters are professionals who refuse other assignments for the times they are scheduled.

Material for Interpreters: The client should provide as much information as possible about the requested assignment. The information will help the interpreter to research the subject and familiarize with the case. Any related documentation or glossaries in the field will be much appreciated.

Confidentiality: "Confidential Information" shall mean any proprietary information, data, source code, object code, flow charts, software in any stage of development, know-how, processes, designs, plans, drawings, specifications, documentation, reports, manuals, proposals, pricing, market research or development plans disclosed in tangible or intangible form to one party ("Recipient") by the other party ("Discloser"). Recipient shall not, without prior written permission by Discloser, transmit the Confidential Information received from Discloser to any third person or entity, except (i) to independent contractors who have a need to know and signed written confidentiality agreements agreeing to maintain the confidentiality of all Confidential Information, (ii) to those in a fiduciary relationship with the Client, or (iii) as may be required by law. Recipient shall exert commercially reasonable efforts to confine knowledge of and access to Confidential Information to those employees who, in the ordinary course.

Terms of Payments: In order for Language Marketplace® Inc to proceed with the provision of services, the Client will need to provide Language Marketplace® Inc with a 50% deposit of anticipated charges. This payment can be made to Language Marketplace® Inc via cheque, credit card, or wire transfer. If negotiated with Account Coordinator, payment can either be Due Upon Receipt of invoice and completed service or required in full up front.

Rates: Rates are for interpretation services only. 1/2 day rates (max 4 hours) apply to services that run in the morning and finish before noon or start after 1:00pm and run into the afternoon. Should morning services run after noon or afternoon services start before 1:00pm, client will be charged and billed our full day rates. Rates do not include the interpreter's booth, headsets, microphones, sound and sound technician, nor any other audio visual equipment. Rates are Guaranteed until Validation Date.

Additional Fees: Language Marketplace® Inc must be informed at time of approval if event is going to be recorded. A CAD \$250.00 fee per interpreter, per day will apply for any event being recorded.

Overtime Rates: Any service over 8 consecutive hours will be charged a fee of CAD \$148.12 per hour per interpreter.

Equipment: Rates do not include the interpreter's booth, headsets, microphones, sound and sound technician, nor any other audio visual equipment. All Audio Visual Equipment needed for event will be the responsibility of the client unless otherwise negotiated before approving the estimate.

Contract Terms: By signing this agreement, the Client (i) agrees to be bound by all the provisions hereof (including all the terms and conditions set forth within this document), and (ii) acknowledges the sole responsibility to make full payment of all charges and expenses relating to the project within thirty (30) days after its completion. Collection of any related payments from any third party is a private matter of the Client and shall not affect the Client's responsibility for payment to Language Marketplace® Inc. Amounts not paid when due shall bear interest at the lesser of (i) 1.5% per month (18% per annum) and (ii) the maximum rate of interest permitted by applicable law on all past due balances hereunder. If Language Marketplace® Inc must resort to collection by an agency or through legal action, the Client agrees to pay collection fees and reasonable attorneys' fees in an amount not less than 33 1/3% of the unpaid principal and interest owed to Language Marketplace® Inc hereunder. If the above fees exceed the amounts allowed under the applicable law(s), then the maximum amount allowed shall be paid to Language Marketplace™ Inc by the Client. This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein, without regard to conflict of law principles. Language Marketplace® Inc shall not be liable for the non-performance, in whole or in part, of any of its obligations hereunder, nor for any damages, or losses suffered by the Client, if the non-performance, damages or losses result from force majeure or from an act of God, including without limitation any war, disaster, uprising, terrorism, civil disorder, strike, lock-out, labour difficulties, embargo, fire, flood, earthquake, transportation delay, legal proceeding, law, regulation, or governmental ordinance or any other similar event, or any circumstance which is attributable to the Client or to another state of emergency or cause which may reasonably be considered to be beyond the control of Language Marketplace® Inc. Language Marketplace® Inc shall not be liable under any theory at law, in equity or otherwise for any special, exemplary, punitive, incidental, indirect, or consequential damages (even if Language Marketplace® Inc has been advised of same), including without limitation lost profits or revenues. The entire liability of Language Marketplace® Inc for any claim, loss or damages under any theory a law, in equity or otherwise, including without limitation contract, tort, negligence and strict liability, arising out of this agreement or the engagement of Language Marketplace® Inc in connection with the project in question, the performance or breach hereof, or the subject matter hereof shall not in any event exceed the sum of the payments actually made by the Client to Language Marketplace® Inc pursuant to this agreement. Any action against Language Marketplace® Inc must be brought within one (1) year after the claim arose, in the province of Ontario, Canada, failing which the claim shall be forfeited.

Payment Terms

Payment is required with estimate approval.

To Accept this estimate and our Terms and Conditions please provide us with your Name, Title and Signature. If you do not have the authority to accept the costs for these services, please have this estimate signed by a person in your organization that does. **Signed estimates must be returned to us via fax, 1-844-283-4960, or electronically to the project manager.** We must have your approval before we can proceed with your request. A Purchase Order must be assigned and forwarded to us with your approval if one is required by your Accounts Payables department.

Cost Approved By

Full Name (Please Print): _____

Title: _____

Signature: _____

Date: _____