

Standard Form Contract

Notice to Members

The use of clauses such as those which are reproduced in this standard form contract is recommended and the ones which follow are merely examples.

IDENTIFICATION OF THE PARTIES

Supplier

Given name, Family name: _____

Enterprise: _____

Address: _____

Telephone: _____ Email: _____

Hereinafter *“the Supplier”*

AND

Client

Enterprise: _____

Represented by: _____ (who represents being authorized to bind the enterprise)*.

Position held within the enterprise: _____

Address: _____

Telephone: _____ Email: _____

Hereinafter *“the Client”*

** If the client is not a physical person, always ensure that the person who signs on behalf of the enterprise is authorized to bind it.*

CONFERENCE

Meeting: _____

Place: _____

Date: _____

Schedule: _____

Interpreters: _____

FINANCIAL CONDITIONS

Interpretation fees	
Daily rate per interpreter	\$
Total fees	\$
GST	\$
QST	\$
Total	\$

GENERAL CONDITIONS

Interpretation will be done simultaneously and the working languages are English and French. If the interpreter is unable to perform this contract for a serious reason, he/she shall ensure his/her replacement by a competent colleague approved by _____. Once the contract is signed, the client shall pay the specified fees even if the meeting is cancelled, shortened or postponed. The client shall pay the total amount of the fees specified in the contract within 30 days at the latest following the end of the conference.

The client shall supply technical facilities which shall allow the interpreter to perform quality work and the client shall deliver to the interpreters as soon as possible the conference program, work documentation and any communications which will be read. Interpretation will be exclusively supplied to the conference participants. Separate agreements shall be negotiated with the interpreters for any other use (recordings, webcasts, etc.).

Supplier Client

Given in Montreal, on _____