

# Translation Services Agreement

**Date:** [Insert Date]

**Client Name:** [Client Name]

**Client Address:** [Client Address]

**Service Provider Name:** [Service Provider Name]

**Service Provider Address:** [Service Provider Address]

## Subject: Agreement to Translation Services Proposal

Dear [Client Name],

We are pleased to confirm our agreement regarding the translation services as outlined in the proposal submitted on [Insert Proposal Date]. This agreement sets forth the terms and conditions of the services to be provided by [Service Provider Name] for [specific project or documents to be translated].

### Scope of Services

[Detail the specific services to be provided, including languages, types of documents, and expected timelines.]

### Payment Terms

The total cost for the services will be [Insert Cost]. Payment is due [Insert Payment Terms, e.g., upon receipt of invoice, 30 days after service completion, etc.].

### Confidentiality

Both parties agree to maintain confidentiality regarding all documents and information exchanged during the course of this agreement.

### Termination Clause

This agreement may be terminated by either party with a written notice of [Insert Notice Period].

By signing below, both parties agree to the terms outlined in this agreement.

Sincerely,

[Your Name]  
[Your Title]  
[Service Provider Name]

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[Client Name] - Signature

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[Service Provider Name] - Signature