



### NEW CLIENT REGISTRATION / CREDIT APPLICATION

Esprit International requires the following information to properly set up a computerized account for each new client and to extend credit privileges on translation contracts. The first project received by a new client with no previous account history is subject to full payment upfront, the translation being released only after receipt of said payment. New clients may wish to pay their first project by credit card or bank wire in order to accelerate delivery. Any subsequent use of the credit card shall be made only after consultation with the client, such as in the case of outstanding invoices, where payment has still not been received or provided for following notification given to the client. Please read carefully the following two pages, fill in the requested data, sign on the second page and fax back the document to Esprit International Communications Ltd. All information on this formed is required, although the client may provide his/her own standard company credit information page in lieu of the first page, as long as all information is equivalent.

(Please print)

**Corporate Name:** \_\_\_\_\_

Head Office Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State:: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

**Telephone #:** ( ) \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Invoicing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State:: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

**Telephone #:** ( ) \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov./State:: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

**Telephone #:** ( ) \_\_\_\_\_ **Fax #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Company Data:**

Partnership [ ] Sole Proprietorship [ ] Limited Corporation [ ]

Type of business: \_\_\_\_\_

In business since: \_\_\_\_\_ P.S.T. Exemption#: \_\_\_\_\_ F.S.T. Exemption#: \_\_\_\_\_

Name(s) of Principal(s): \_\_\_\_\_

Title(s) of above: \_\_\_\_\_

Accounts Payable Contact: \_\_\_\_\_ Tel. # \_\_\_\_\_ Fax. # \_\_\_\_\_

Translation Contact(s): \_\_\_\_\_

Titles and Tel. Ext. #s: \_\_\_\_\_

**Banking Data:**

Bank Name: \_\_\_\_\_ Branch # \_\_\_\_\_

Account #: \_\_\_\_\_ Contact Name: \_\_\_\_\_ Tel. #: \_\_\_\_\_

Trade References:

Name: \_\_\_\_\_ City \_\_\_\_\_ Tel # \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## NEW CLIENT REGISTRATION / CREDIT APPLICATION

(page 2)

All information on this page is required. A client's credit card will not be used without their being consulted first.

Type of Credit Card: VISA [ ] AMEX [ ] MASTER CARD [ ]

Card #: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### CONDITIONS OF SALE

Esprit International Communications Ltd. shall be held responsible for translation projects contracted with its clients for a sum equal to but not greater than the amount of the invoice for the translation contract if any error or omission has occurred arising from professional services rendered by Esprit International Communications Ltd. and which has resulted in a direct, real and verifiable cost to the client, except for the following conditions.

1) In the case of a project contracted to Esprit International Communications Ltd. that is executed on a RUSH basis (i.e. overnight, requiring overtime or weekend work, or in a timeframe that is less than the regular production time required in order to help a client meet a tight deadline.

2) In the case of perceived errors or omissions that are the result of "personalization" or an unstated preference of style or vocabulary on the part of the client or the result of the client failing to provide specific documentation, preferred or official vocabulary, a statement of space restrictions for artwork or timing requirements, an outline of the context of the text for translation or its intended end-use for determining proper context, and any other information pertaining to the project at the time of the request for professional services from Esprit International Communications Ltd.

3) In the case that the client has failed to provide Esprit International Communications Ltd., at the time of forwarding the project, with the name of a person or persons who can be contacted for research, clarification or comprehension of the English text or during the entire time that Esprit International Communications Ltd. has been requested by the client to render professional services, including evenings and weekends.

4) In the case that specific price concessions have been agreed upon in advance of the rendering of said professional services by Esprit International Communications Ltd.

5) In the case that the translation project, whether delivered to the client in hard copy form or by any electronic medium, has been lost, damaged, altered, destroyed or in any other way defaced, once the project has left the offices of Esprit International Communications Ltd. and is in transit to the client via courier, email, FTP or any other mode of delivery.

6) In the case that after-the-fact alterations have occurred as a result of intervention by the client or any third and/or subsequent parties, unless all alterations have been approved in writing by Esprit International Communications Ltd. via the use of the Esprit Corporate Stamp and/or signature by an official representative or employee of Esprit prior to the project being executed in its final form.

7) In the case that the client failed to provide for a separate quality control verification and formal sign-off of the final art by Esprit International Communications Ltd. prior to taking a project that includes translations executed by Esprit International Communications Ltd. to the film or printing process.

There is a limit of thirty (30) days from the date of the invoice for the specified translation project for the client to inform Esprit International Communications Ltd. of its intention to contest the full payment, beyond which no notices of intention to file claim will be accepted by Esprit International Communications Ltd. Any claim made by the client must be verifiable and substantiated in writing by the client or its authorized agent. No third or subsequent party claims may be made against or will be accepted by Esprit International Communications Ltd.

*I have read and I understand the above Conditions of Sale of Esprit International Communications Ltd. I am authorized by my company to contract translation services and ensure that payment will be fulfilled. I agree that usual credit inquiries made be made by Esprit International Communications Ltd. and its agents in connection with the gathering of credit information and consent to the disclosure of such information to any person of any credit information.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_ Signature: \_\_\_\_\_