

Terms, Procedures and Communication

The term ASSOCIATE refers to the translator, editor or private / other type of translation agency.

The term TRANSLATION refers to the material the CLIENT provides to FAST TRANSLATE, which in turn sends it to the ASSOCIATE for translation.

The ASSOCIATE undertakes to translate the projects at his/ her own responsibility, delivers the finished project directly and within the prescribed time and properly renders the content of the projects in the language required of him/ her each time by FAST TRANSLATE and applies FAST TRANSLATE's of the CLIENT'S instructions.

The ASSOCIATE collaborates and receives instructions and clarifications on the project exclusively from FAST TRANSLATE while they may contact the Client, only upon approval by FAST TRANSLATE.

ASSOCIATES click here: http://www.fastranslate.com/en/register_trans.php, and complete the ASSOCIATE Card in detail and accurately. They are automatically registered in the network and gain instant online connection to FAST TRANSLATE.

The ASSOCIATE's account shall be activated upon reception of their CV and control of their Registration Card by the Administrator. If the Administrator verified that they meet requirements, the registration shall be activated, if not, it shall be erased.

The ASSOCIATE shall not withdraw arbitrarily from the FAST TRANSLATE network should he/ she fail to notify FAST TRANSLATE at least two (2) months in advance of this his/ her intention. The system selects a translator automatically.

The contents of the projects are absolutely confidential irrespective of whether the Client requires that or not. The ASSOCIATE must not disclose the contents of projects to any third parties.

The ASSOCIATE works exclusively and independently on a freelance basis in his/ her own space and is not connected by any labor or other form of subordinate relationship with Fast Translate.

Having reviewed the style and morality of each project, the ASSOCIATE, accepts to undertake its completion. The projects must not be of abusive, offensive, libelous or obscene towards people, tangible - intangible goods or even intellectual goods. Should the ASSOCIATE find that the content of the projects is not decent and it is of abusive, offensive, libelous or obscene towards people, tangible - intangible goods or even intellectual goods, they immediately notify FAST TRANSLATE.

The ASSOCIATE complies with the provisions of the Greek law or, in the case that the ASSOCIATE operates in a third country, then he/ she complies with and applies the laws of that state.

The ASSOCIATE shall issue a validated voucher for services provided to FAST TRANSLATE. Neglecting to provide all the information correctly on your Invoice may result in payment delays.

ASSOCIATE shall send their invoices by email and by post within 12 days from the completion of their project. Payments are made according to the date of reception of the invoice and upon its approval by the Project Manager.

The capacity of ASSOCIATE of FAST TRANSLATE cannot be transferred, ceded or assigned to, or inherited by, any other individual or legal entity.

The ASSOCIATE shall accept that the Invoice is issued in accordance with the requirements of their County's Tax Laws and shall include the following details: *Invoice number, Date, Full name, Address, City, Country, Telephone number, Fax number, e-mail, Services provided, Full Job description, Source/target languages, Number of source words x Rate (per word in Euros).*

Information such as the ASSOCIATE's seat address in the card ASSOCIATE's refer only to the permanent activity of the applicant. In the case of change of address, FAST TRANSLATE must be immediately notified in writing by the ASSOCIATE. Moreover, the ASSOCIATE must fully disclose his/ her information such as IRS Branch, Taxpayer Identification Number, Telephone/ Facsimile numbers, email and any other useful information that may be of interest to FAST TRANSLATE. FAST TRANSLATE uses this information to execute its transaction with the ASSOCIATE. In the case of change of details, the ASSOCIATE must immediately inform FAST TRANSLATE at his/ her care.

For an individual to act in the capacity of FAST TRANSLATE's associate, they must:

- a. Be over 18 years old and of sound mind;
- b. Refrain from attributing themselves the capacity of FAST TRANSLATE's partner in any of their transactions or associations;
- c. Be recommended to FAST TRANSLATE by a previous active ASSOCIATE of FAST TRANSLATE;
- d. Complete the relevant ASSOCIATE Card;
- e. Have received their USERNAME and PASSWORD by FAST TRANSLATE;
- f. Have their application approved by FAST TRANSLATE;
- g. Not require any special privileges or treatment. All of FAST TRANSLATE's ASSOCIATES have exactly the same rights and obligations. With regard to the ASSOCIATES, race, religion, political or social beliefs or other genetic or social feature(s) are not allowed criteria for supremacy or discrimination;

- h. Avoid creating confusion, voluntarily or involuntarily, to other people, ASSOCIATES or not, causing them to believe that FAST TRANSLATE is linked to other religious, political, social or sports organizations, clubs, groups etc.
- i. Comply with, respect and accept national legislation.
- j. Not to use or to reproduce FAST TRANSLATE's names, logos and trademarks without prior written consent by FAST TRANSLATE.

FAST TRANSLATE reserves its inalienable right to terminate its cooperation by removing the capacity of ASSOCIATE from any ASSOCIATE, and in particular, when:

- a. They do not provide satisfactory services.
- b. They violate or breach the terms and procedures as these are outlined hereby and in the ASSOCIATE Card.
- c. They cause problems to the FAST TRANSLATE network, the other ASSOCIATES and take initiatives without FAST TRANSLATE's the written permission.
- d. They state false data as regards clients or their person.
- e. They sign on behalf of FAST TRANSLATE and others without the prior written authorization and written permission by FAST TRANSLATE.
- f. They violate or breach the provisions of the criminal code, commit punishable acts and generally conduct illegal actions.
- g. They disturb their relationship with FAST TRANSLATE and compromise the company in the market.

The ASSOCIATE has carefully read the Terms & Conditions and accepts the present document.

Any modification to the terms of the present may take place only in writing. Any verbal agreement and disclosure is not valid.

The ASSOCIATE shall compensate, indemnify and absolve FAST TRANSLATE, its owners, managers, executives, vendors, employees, representatives, agents, internal and external associates, successors, beneficiaries, authorized parties of all responsibility as to damages of any type and as to all damages or other claims arising or related in any way to the object of the present terms and those terms that have not been included in the present.

The ASSOCIATE agrees with and accepts both the Terms & Conditions and the content of the ASSOCIATE's card.

FAST TRANSLATE's trademark is a brand of FAST TRANSLATE. The Company may revise its trademarks or add new trademarks at any point.

FAST TRANSLATE reserves all rights not explicitly referred to in the present.

In case any disputes arising from the use of FAST TRANSLATE's website and services, are to be resolved at court, these shall be exclusively submitted to the arbitration of the Courts of Athens and shall be subject to Greek law.