



## **WEBSITE USE POLICY**

The website [www.catalogodetradutores.com](http://www.catalogodetradutores.com) promotes the dissemination of the professional work carried out by interpreters and translators of several languages and from different regions of the world, by means of hosting the professional data of website members, acting as a mere facilitator between CLIENTS and INTERPRETERS / TRANSLATORS.

CLIENT means the private individual or legal entity, whether governed by public or by private law, who is interested in hiring the services of a professional interpreter and/or translator.

INTERPRETER / TRANSLATOR means any professional whose data are duly registered with the WEBSITE, and who is duly qualified in the stated language(s) and available for hiring to perform interpretation or translation services.

### **The website uses the following Website Use and Privacy policy:**

The CLIENT interested in hiring the services of a professional interpreter and/or translator accepts the general conditions of this Website Use policy.

The CLIENT is free to choose the professional who meets his/her needs. In case of non availability or any other reason that makes it impossible to hire the professional first chosen, the CLIENT may select a replacement interpreter or translator.

The CLIENT is responsible for paying the professional fees to the hired Interpreter / Translator.

The CLIENT is responsible for sending the necessary materials needed for the preparation of the interpreter within the time frame agreed between the parties. After the service is carried out, and provided that the material is sent as agreed, the CLIENT will receive an evaluation form to provide feedback on the services rendered.

Negative evaluations of the services provided by the same Interpreter /Translator during a 12-month period might entail early termination of his/her contract with the website, with all of his/her data being removed.

The INTERPRETER /TRANSLATOR will maintain the confidentiality of all technical or other information related to his/her service and will not use such information-to obtain any personal benefits or in such a way such as to cause harm to the CLIENT or any third party, being liable for possible damages.

The INTERPRETER /TRANSLATOR is responsible for the maintenance and updating of his/her own data on the website, as well as for the accuracy of the information contained in his/her profile on the website.

The INTERPRETER /TRANSLATOR chosen by the CLIENT will have up to four (4) hours to answer the CLIENT's request. In case he/she does not answer within the said time limit or is not available for the requested job, the Website will then indicate a replacement professional.

The WEBSITE is a mere disseminator of information between the parties and does not take responsibility for any civil, criminal, tax, labor-law and social security charges or any other obligations relating to the exercise of the professional activity, either of the Interpreter/Translator or the CLIENT.

The WEBSITE will charge the CLIENT an administration fee of 7.5% of the amount paid for services contracted via the Website. This amount is payable by bank payment slip, Paypal, bank deposit or credit card.

a) For INTERPRETING services, this amount shall be paid three (3) days prior to the realization of the event.

b) For WRITTEN TRANSLATION services the Website will charge the same administration fee (5% to 10%) on any services contracted via the Website. This amount is payable immediately after the full payment by the Customer of the services contracted, in accordance with the time frame agreed between CLIENT and Translator.

c) For CERTIFIED TRANSLATION services performed by a sworn translator appointed by the Brazilian government, the price list and legal provisions required by each State of the Brazilian Federation shall be observed.

The Courts of the City of São Paulo, Capital of the State of São Paulo, shall have the exclusive jurisdiction under the Brazilian law to settle any dispute regarding the interests of the website limited to matters of its responsibility. The discussions related to the website are restricted to the objects of its responsibility, id est, the dissemination of information supplied by the interpreter and translator, and the facilitation of contact between the client and the interpreter.

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