



INTERPRETATION SERVICES AGREEMENT

THIS INTERPRETATION SERVICES AGREEMENT (this “Agreement”) is entered into this ___ day of _____, 201_ (“Effective Date”), by and between Corporate Translation Services, Inc. dba CTS LanguageLink, a Washington corporation, located at 911 Main Street, Suite 10, Vancouver, Washington, 98660 (hereinafter referred to as “CTS”), and _____, a _____, located at _____ (hereinafter referred to as “CLIENT”). Each of CTS and CLIENT are referred to individually as a “Party” or together as the “Parties”.

RECITALS

- A. CTS is engaged in the business of providing high quality language interpretation services;
- B. CLIENT desires to purchase these services from CTS; and
- C. The Parties desire to enter into this Agreement pursuant to which CTS will provide to CLIENT the CTS services as described in Section 1.1 (“CTS Services”).

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. DUTIES OF CTS

1.1 CTS Services. During the Term, as defined in the applicable provisions of Section 4.1, CTS shall provide to the CLIENT the services described below (collectively referred to as “CTS Services”):

(a) Interpretation. CTS will provide, in coordination with CLIENT, language interpretation services using live interpreters in real time via two way audio. Exhibit A specifies the service modality(ies) the CLIENT is purchasing and the language availability for each.

(b) Monitoring. CTS shall monitor the quality of the interpreters providing interpretation services under this Agreement through random testing and direct oversight, as determined by CTS.

(c) Compliance. CTS shall substantially comply with all applicable laws, including HIPAA.

(d) CLIENT Training. CTS shall provide its standard detailed users on how to order and use interpretation services. CTS may provide additional training on such terms and conditions as the Parties agree.

(e) Reporting. CTS offers secure Internet access for CLIENT for reporting service usage including: Interpreter number, minutes used accumulative and per language, date/day/time of call, and language requested.

(f) Applicable Law. CTS, in its sole discretion, shall have the right to modify the CTS Services to comply with any law, statute, rule, regulation or ordinance or judicial, governmental or administrative order decree or ruling, applicable to the actions of either Party in performance of its obligations hereunder (“Applicable Law”).

2. FEES.

2.1 Compensation Principles. CTS shall charge each CLIENT the fees and other amounts set forth in, and in accordance with, Exhibit B in exchange for the CTS Services provided to and used by CLIENT. CTS will bill CLIENT on a monthly basis for the previous month's services. At the request of CLIENT, CTS will provide a report of services rendered during that prior month. Invoices for services are due within 30 days of the applicable invoice date. CLIENT agrees to pay all amounts owed to CTS when due. All amounts not paid when due shall bear interest at the rate of one and one-half percent (1.5%) per month or the maximum rate permitted by applicable law, whichever is less. If CLIENT fails to pay invoices in a timely manner consistent with the terms of this Agreement CTS reserves the right to interrupt services until all outstanding invoices are paid. Invoices will be sent to the CLIENT billing address shown in Exhibit B, or to such other address as CLIENT may specify by giving written notice as provided in Section 10.4. In the event CLIENT disputes any charges on the invoice, CLIENT will provide written notice to CTS which shall identify the disputed charges and CLIENT's basis for such dispute, such charge will continue to be due and owing and shall be paid by CLIENT in accordance with the terms set forth above until such dispute is resolved. In the event an invoice is placed in the hands of an attorney for collection, CLIENT promises to pay CTS's reasonable attorneys' fees and/or any applicable collection costs if sent to collections, even though no suit or action is filed hereon; if a suit or action is filed, the amount of such reasonable attorney's fees shall be fixed by the court or courts in which the suit or action, including any appeal therein is tried, heard or decided. The CTS fees set forth in Exhibit B is exclusive of all federal, state, local and foreign sales, use, excise, utility, gross receipts and value added taxes, surcharges and assessments, and the CLIENT agrees to pay all of such taxes, as set forth in the applicable invoice, provided that the CLIENT shall have no obligation to pay any taxes based on the income of CTS.

3. TERM AND TERMINATION

3.1 Term. CTS shall provide the CTS Services monthly commencing on the availability for use of the CTS Services ("Commencement Date") under this Agreement ("Initial Term"). This Agreement shall automatically renew monthly at the end of the Initial Term or any Renewal Term unless either Party provides written notice of termination at least 30 days prior to the end of the **Initial Term** or any **Renewal Term**.

3.2 Termination. CLIENT may terminate this Agreement at any time with written notice to CTS 30 days prior to effective termination date.

3.3 Breach. If either Party hereto breaches a material term of this Agreement, the non-breaching Party may provide written notice, by certified mail, of the breach to the breaching Party and demand performance. If the breaching Party fails to cure the breach to the reasonable satisfaction of the non-breaching Party within thirty (30) days of the written notice, the non-breaching Party may terminate this Agreement immediately thereafter (except in the case of failure to pay fees, which must be cured within 10 days after written notice from CTS). The Parties agree not to use this clause in an arbitrary or capricious manner.

3.4 Outstanding Fees. Notwithstanding the termination or expiration of this Agreement in accordance with this Section 4, CLIENT's obligation to pay CTS any outstanding CTS fees and any other amounts owed shall survive the expiration or earlier termination of this Agreement.

3.5 Return of Material. Upon termination or expiration of this Agreement, each Party will return to the other Party any items in its possession containing any intellectual property of CLIENT or CTS, as the case may be, to be used in connection with this Agreement, including but not limited to: all Marks, patents, patent applications, copyrighted content, hypertext links, domain names, icons, buttons, banners, graphic files, images, technology ("Intellectual Property") and all Confidential Information



pertaining to such Intellectual Property. As used herein, the term “Marks” shall mean the words, terms, characters, emblems, logos, service marks, trade names or trademarks, designs or parts thereof, in any size or dimension, presently used or hereafter acquired by any person to identify such Party, its services and/or equipment. As used herein, the term “Confidential Information” shall mean all information and ideas in whatever form, tangible or intangible, pertaining in any manner to the current or contemplated business or operations of the Parties hereto, or their respective affiliates, including but not limited to: customer lists and documents; individual account information; business plans; business concepts; business practices; marketing strategies; ideas and theories; underwriting; origination and servicing systems practices; management processes; systems; practices and strategies; and business development methods, ideas and strategies.

Alternatively, upon request of the disclosing Party, the receiving Party shall destroy all such Intellectual Property or Confidential Information of the disclosing Party and any other materials furnished to the other Party pursuant to this Agreement, and certify in writing that they have been destroyed.

4. REPRESENTATIONS AND WARRANTIES OF THE PARTIES

4.1 CTS. CTS hereby represents and warrants to CLIENT that all interpretation services provided as part of the CTS Services shall (i) be performed by persons trained and proficient consistent with accepted industry standards, and (ii) conform to applicable industry standards.

4.2 Mutual. Each Party represents and warrants to the other that: (i) it has the right and authority to enter into and perform all obligations under this Agreement; (ii) it shall materially comply with all Applicable Laws, with respect to its performance of this Agreement; (iii) no authorization or approval from any third party is or will be required in connection with such Party’s execution, delivery or performance of this Agreement; (iv) the execution and performance of this Agreement does not violate or conflict with the terms or conditions of any other agreement to which it is a party or by which it is bound; and (v) this Agreement has been duly executed and delivered and constitutes a valid and binding agreement enforceable against such Party in accordance with its terms, subject to bankruptcy, insolvency, fraudulent conveyance and transfer, reorganization, receivership, moratorium and other laws affecting the rights and remedies of creditors generally and to the general principles of equity.

4.3 Independent Contractors. For all purposes under this Agreement, CTS and CLIENT shall be independent contracting parties. CTS will perform its obligations under this Agreement as an independent contractor, and CTS, its agents, employees and subcontractors, their agents and employees shall not be employees of CLIENT. CLIENT shall not be responsible for CTS’s acts or the acts of its agents, employees or subcontractors, and their agents and employees pursuant to this Agreement. CTS shall not be responsible for CLIENT’s acts or the acts of its agents, employees or subcontractors, and their agents and employees pursuant to this Agreement. CTS, its agents, employees and subcontractors and their agents and employees, will not have authority to speak for, represent or obligate CLIENT. CLIENT, its agents, employees and subcontractors and their agents and employees, will not have authority to speak for, represent or obligate CTS.

5. LIMITATION ON MARKETING AND SALES ACTIVITIES. Neither Party intends under this Agreement to be a marketing or sales agent for the other, nor shall either Party have any obligation to recommend the products or services of the other to any potential clients; provided, however, that CLIENT may, pursuant to this Agreement, advise its clients, and prospective clients, of the availability of the CTS Services.

6. PROPRIETARY RIGHTS; LICENSES AND PRESS RELEASES



6.1 Intellectual Property Ownership. CLIENT acknowledges and agrees that (i) as between CTS and CLIENT, CTS owns all right, title and interest in and to CTS's Intellectual Property, (ii) nothing in this Agreement shall confer in CLIENT or any of its affiliates any right of ownership in any of CTS's Intellectual Property, and (iii) CLIENT shall not now or in the future contest the validity of any of CTS's Marks.

6.2 Press Release/Marketing Material. CTS shall have the right upon and after the Effective Date to issue a press release and distribute marketing material describing the nature of this Agreement and identifying CLIENT by name or logo. Such material shall be subject to CLIENT's review and approval.

7. LIMITATIONS OF LIABILITY; DISCLAIMERS OF WARRANTIES

The Parties understand and have specifically negotiated the limitations of liability and disclaimers of warranties set forth in the foregoing Sections 7.1, 7.2, 7.3 and 7.4.

Initial:

CTS

CLIENT

7.1 ANY LIABILITY OF ANY PARTY ARISING IN CONNECTION WITH THIS AGREEMENT SHALL BE LIMITED TO THE TOTAL AMOUNT OF PAYMENTS PAID AND PAYABLE TO CTS FOR ITS OWN ACCOUNT FOR THE CTS SERVICES AND PRODUCTS PROVIDED TO CLIENT DURING THE ONE-YEAR PERIOD PRIOR TO THE DATE OF THE EVENT FOR WHICH SUCH LIABILITY AROSE. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES UNDER THIS AGREEMENT, INCLUDING ANY LOSS OF GOODWILL, LOST PROFITS, LOST SAVINGS, LOSS OF DATA OR LOSS OF CUSTOMERS, WHETHER IN AN ACTION IN CONTRACT OR TORT (INCLUDING NEGLIGENCE) AND WHETHER OR NOT BASED ON A WARRANTY, WHETHER EITHER PARTY OR ANY OTHER PERSON HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATION OF LIABILITY AND EXCLUSION OF DAMAGES SHALL APPLY REGARDLESS OF THE SUCCESS OR EFFECTIVENESS OF OTHER REMEDIES.

7.2 EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER PARTY MAKES, AND EACH PARTY HEREBY SPECIFICALLY DISCLAIMS, ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, REGARDING ANY MATTER SUBJECT TO THIS AGREEMENT, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR IMPLIED WARRANTIES ARISING FROM THE COURSE OF DEALING OR COURSE OF PERFORMANCE.

7.3 CTS WILL NOT BE LIABLE FOR ANY DELAYS IN PERFORMANCE HEREUNDER OR FOR ANY FAILURE TO PERFORM HEREUNDER, REGARDLESS OF CAUSE. CTS WILL NOT BE LIABLE FOR ANY DAMAGES SUFFERED BY CLIENT FOR INJURY RESULTING FROM DELAYS, NON-DELIVERIES, WRONG DELIVERIES, NETWORK OR INTERPRETER UNAVAILABILITY AND ANY AND ALL SERVICE INTERRUPTIONS WHETHER CAUSED BY CTS AND ITS EMPLOYEES OR AGENTS OR PROVIDERS OR BY ITS OWN NEGLIGENCE, OR CLIENT'S ERRORS OR OMISSIONS. EXCEPT AS PROVIDED HEREIN



OR IN A SPECIFICATION, CLIENT ASSUMES FULL RESPONSIBILITY AND RISK FOR THE USE OF THE VIDEO REMOTE INTERPRETER UNIT, AND THE CTS SERVICES PROVIDED BY CTS FOR SUCH USE BY CLIENT'S AUTHORIZED AND UNAUTHORIZED USERS. EXCEPT AS PROVIDED HEREIN OR IN THE SPECIFICATIONS, CTS PROVIDES THE CTS SERVICES ON AN "AS IS" AND "AS AVAILABLE" BASIS AND DOES NOT WARRANT THAT THE CTS SERVICES WILL BE UNINTERRUPTED OR ERROR FREE, FREE OF VIRUSES, WORMS, TROJAN HORSES OR OTHER HARMFUL COMPONENTS.

7.4 CTS DOES NOT WARRANT AGAINST RADIO FREQUENCY INTERFERENCE THAT CAN CAUSE NETWORK QUALITY ISSUES. IN NO EVENT WILL CTS BE LIABLE TO CLIENT FOR ANY DAMAGES RESULTING FROM OR RELATED TO ANY FAILURE OR DELAY CAUSED IN THE DELIVERY OF INTERPRETATION SERVICES BY CTS, WHERE SUCH FAILURE OR DELAY IS DUE TO A FORCE MAJEURE (AS DEFINED BELOW). EXCEPT AS PROVIDED HEREIN OR IN A SPECIFICATION, CTS MAKES NO EXPRESS OR IMPLIED WARRANTIES, REPRESENTATIONS, ENDORSEMENTS, INCLUDING BUT NOT LIMITED TO, WARRANTIES OF TITLE, NON-INFRINGEMENT OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE REGARDING ANY MERCHANDISE, INFORMATION, OR SERVICE PROVIDED. NO ADVICE OR INFORMATION GIVEN BY CTS, ITS EMPLOYEES, AFFILIATES OR CONTRACTORS WILL CREATE A WARRANTY UNLESS AGREED TO BY CTS IN WRITING.

8. INDEMNIFICATION. CLIENT shall indemnify, defend and hold CTS harmless from and against all third party claims of loss, cost and expense, including reasonable attorney fees, arising from (i) any damage or injury to any person or property as a result of any act or omission of CLIENT or its officers, employees, agents, contractors, licensees, guests or visitors, or (ii) any breach or default by CLIENT under this Agreement. CTS shall indemnify, defend and hold Client harmless from and against all third party claims of loss, cost and expense, including reasonable attorney fees, arising from (i) any damage or injury to any person or property as a result of any act or omission of CTS or its employees, agents, contractors or licensees, or (ii) any breach or default by CTS under this Agreement.



9. GENERAL PROVISIONS

9.1 Amendment; Assignment. No change, amendment or modification of any provision of this Agreement shall be valid unless set forth in a written instrument signed by the Parties hereto. This Agreement, including its Exhibits, sets forth the entire agreement and supersedes any and all prior agreements, written or oral, of the Parties with respect to the transactions set forth herein. Neither Party may assign or otherwise transfer this Agreement or any rights or obligations hereunder, in whole or in part, without the other Party’s prior written consent, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, either Party may assign or otherwise transfer this Agreement or any rights or obligations hereunder, upon notice to the other Party, to an affiliate, or other person or corporate entity resulting from a sale, merger or other transaction involving the transfer of CTS’s assets, stock and/or business.

9.2 Severability; Headings. In the event a court or other tribunal of competent jurisdiction holds any provision of this Agreement to be unenforceable, that provision will be enforced to the maximum extent permissible under Applicable Law, and the other provisions of this Agreement will remain in full force and effect. The section headings used herein are for reference and convenience only and shall not enter into the interpretation hereof.

9.3 Non-Solicitation. During the Term of this Agreement and for a period of two (2) years thereafter, both Parties agree not to directly or indirectly recruit, solicit or hire or, except as it relates to the performance of obligations under this Agreement, otherwise utilize the services of any employees, any consultants or subcontractors of the other Party or any of its subsidiaries or affiliates without the prior written consent of the other Party.

9.4 Notices. All notices required or permitted hereunder shall be in writing and shall be deemed effectively given: (i) upon personal delivery to the Party to be notified with signed verification of receipt; (ii) when sent by confirmed facsimile if sent during normal business hours of the recipient, if not, then on the next business day; (iii) five days after having been sent by registered or certified mail, return receipt requested, postage prepaid; or (iv) one day after deposit with a nationally recognized overnight courier, specifying next day delivery, with written verification of receipt. All notices shall be sent to the attention of the Designated Contact set forth as follows, unless otherwise changed in writing pursuant to the methods provided for herein for delivery of notices:

As to CTS:

Kimila Johnson,
VP, Global Sales and Marketing
911 Main Street, Suite 10
Vancouver, WA 98660

Tel.: 360-907-1200
Fax: 360-823-2284

As to CLIENT:

Client Name: _____
Address: _____

Tel: _____
Fax: _____
Attn: _____
Email: _____

9.5 Force Majeure. Neither Party shall be liable for any failure to fulfill its obligations hereunder due to causes beyond its control, including acts or omissions of government or military authority, acts of God (including earthquakes and floods), shortages of materials, explosions, embargoes, telecommunications failures (including any systemic Internet failures and any interruptions in services of any of CTS’s network or communications service providers), transportation delays, fires, labor disturbances, riots or wars; provided, that if either Party shall be unable substantially to fulfill its



obligations under this Agreement for a period of greater than sixty (60) days, the other Party shall be permitted to terminate this Agreement upon ten (10) days written notice.

9.6 Data Ownership. All CLIENT information and other data transmitted through the CTS network in connection with the CTS Services that exists in CTS’s network at any given time is deemed by CTS to be the property of CLIENT. CLIENT hereby grants to CTS and its agents, employees, and representatives the authority to receive such data and to perform services with such data as necessary to carry out the services contemplated by this Agreement. CTS shall have the right to derive from such data aggregate and statistical information regarding use of the CTS Services. Subject to the foregoing, CTS agrees that it will not disclose to any third party other than those specified herein that are utilized by CTS to provide the CTS Services to the client of CLIENT, any such data and shall treat all protected health information in accordance with Applicable Law.

9.7 Governing Law. This Agreement, the legal relations between the Parties and the adjudication and enforcement thereof shall be governed by and interpreted and construed in accordance with the substantive laws of the State of Washington (excepting only those conflict of laws provisions which would serve to defeat the operation of Washington substantive law).

9.8 Binding Effect; Counterparts; Facsimile Execution. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns. This Agreement may be executed in two or more counterparts, each of which shall be considered an original and all of which shall constitute one and the same instrument. Facsimile execution and delivery of this Agreement is legal, valid and binding execution and delivery hereof for all purposes.

9.9 Survival. All terms and provisions of this Agreement that should by their nature survive the expiration or termination of this Agreement shall so survive.

9.10 Attorney Fees and Costs. The Parties agree that the prevailing party on any effort, claim, or action necessary to enforce and/or interpret this Agreement shall be entitled to recover from the other Party expenses incurred therein, including its attorney fees and costs.

IN WITNESS WHEREOF, this Agreement has been executed and delivered on behalf of each of the Parties hereto as of the date first above written.

CORPORATE TRANSLATION

SERVICES, INC.

Client Name

Signature: _____

Signature: _____

Name: Kimila Johnson

Name: _____

Title: VP, Global Sales and Marketing

Title: _____

EXHIBIT A

CTS SERVICES

Over-the-Phone Interpreting (OPI) Services

CTS will provide foreign language interpreters for over the phone interpretation services 24 hours per day, 7 days per week. Services will be provided in the following manner.

- ❖ Languages to be serviced via an Interactive Voice Response (IVR) system:

1. Spanish

- ❖ Languages available via live operator answer by pressing 9 when connected to the IVR system:

Acholi	Hmong	Papiamentu
Afrikaans	Ho	Pashto
Akan	Hungarian	Polish
Albanian	Ibang	Portuguese
Amharic	Igbo (Ibo)	Portuguese Brazilian
Arabic	Icelandic	Potwari
Armenian	Ilocano	Pulaar
Ashanti	Indonesian	Punjabi
Assyrian	Italian	Quechua
Azerbaijani	Jakartanese	Quiche
Bambara	Japanese	Rhade
Basque	Javanese	Romanian
Basaa	Kanjobal	Russian
Behdini	Kannada	Samoan
Belorussian	Karen	Sara
Bengali	Kashmiri	Serbian
Bosnian	Kazakh	Serbo Croatian
Bulgarian	Khmer (Cambodian)	Shanghainese
Burmese	Kikuyu	Shona
Cantonese	Kinyarwanda	Sichuan
Cape Verde	Kirghiz	Sicilian
Catalan	Kirundi	Sindhi
Cebuano	Korean	Sinhalese
Chamorro	Kpele	Slovak
Cherokee	Krahn	Slovenian
Chuukese	Kurdish	Somali
Croatian	Laotian	Soninke
Czech	Latin	Sorani
Danish	Latvian	Sotho
Dari (Persian)	Lebanese	Sudanese
Dimli	Lingala	Swahili
Dinka	Lithuanian	Swedish
Duala	Luganda	Tagalog

Dutch	Maay	Tahitian
Efik	Macedonian	Taiwanese
Estonian	Malagasy	Tajiki
Ethiopian	Malay	Tamang
Ewe	Malayalam	Tamil
Farsi (Persian)	Maltese	Tatar
Fijian	Mam	Telugu
Finnish	Mandarin	Teochew
Flemish	Mandingo	Thai
French	Mandinka	Tibetan
French Canadian	Mankon	Tigrigna – Tigrinya
Frisian (West)	Marathi	Toishanese
Fukinese	Marshallese	Tongan
Fula	Mien	Tsonga
Fulani	Mina	Tshiluba
Fuzhou	Mixteco Alto	Turkish
Ga	Mixteco Bajo	Turkmen
Gaelic	Moldovan	Twi
Georgian	Mongolian	Ukrainian
German	Moroccan Arabic	Urdu
Grebo	Nahuati	Uzbek
Greek	Navajo	Vietnamese
Gujarati	Nepali	Visayan (Cebuano)
Haitian Creole	Norwegian	Welsh
Haka Burmese	Nuer	Wolof
Hakka	Ojibay	Yiddish
Hausa	Oromo	Yoruba
Hebrew	Pahari	Zulu
Hindi	Pampangan	

Additional data collection:

We offer two **NUMERIC** data fields to be gathered at the time of the call. Please indicate what information you require us to gather in order to connect with an interpreter. This information will be included on your invoice and call detail records on our client portal. (i.e. employee ID, cost center, location code)

Numeric Data Field 1: _____ Numeric Data Field 2: _____

Please check if no additional data collection is required.

Any changes to this process may incur additional charges.



EXHIBIT B

CTS FEES

In consideration for CTS providing CLIENT the following CTS Services, CLIENT shall pay to CTS the following:

Over-the-Phone Interpreting (OPI) Services

- 1. \$100.00 one-time fee per client (**WAIVED**)

One-time activation fee applies to setup and activation of CLIENT account including toll-free number, access code, additional data collection (if applicable), and web portal access.

- 2. \$1.90 per minute for Spanish
- 3. \$2.00 per minute for all other languages

This rate includes third party domestic calling. For international third party calls we will charge \$3.25 per minute

OPI services are charged from the time the interpreter is connected until the call is disconnected rounded up to the next minute.

Customer agrees to pay all invoiced charges for SERVICES within thirty (30) days of the invoice date. Any charges not paid within such thirty (30) day period shall bear interest at the lower of 1.5% per month or the highest amount of interest provided by state law.

Service Charge Notice

Please be advised, all accounts with a past due balance will start accruing finance charges at 45 days past due. Please note our collection procedures below. Accounts 45 days past due accrue 1.5% per month interest until paid in full. Accounts 60 days past due will be de-activated and services suspended. Accounts 90 days past due will be sent to collections.

Commencing on the first month after the first anniversary of the Effective Date, the above OPI rate(s) may increase a maximum of 5% to compensate for cost increases. CTS shall inform CLIENT of the applicable price increase at least thirty (30) days before the effective date of the increase.

CLIENT Billing Contact:

Client Name: _____
 Address: _____

 Tel: _____
 Fax: _____
 Attn: _____
 Email: _____

CLIENT Primary Contact:

Client Name: _____
 Address: _____

 Tel: _____
 Fax: _____
 Attn: _____
 Email: _____