

5.5. Appendix to agreement

OCLanguage represents a tool for autonomic creation of appendices to general cooperation agreement with the Customer. This document includes information about particular project that the translation agency has supplied its services for. You can see the description of appendices creation in user manual “7.6. How to issue appendix to agreement”.

! Please note that Appendices are created for written translation projects only.

Appendices of agreement are not stored in separate section in the system.

Appendix is adjusted to translation agency template. The table below reveals the data that is included in appendix.

Data	Description
Order No.	Order Number is based on combination of unique Customer and Project number from this Customer
Customer	Customer name
Contact person	Contact person at Customer’s side
Customer manager	Responsible manager of this Customer
Coordinator of the order	Responsible manager of the order
Task deadline	Deadline for the Customer
Task type	For written translation the system has 5 predefined task types: <ul style="list-style-type: none"> • Translation (including sworn translator) • Translator services (selection, literary editing, validation, layout, proofreading) • DTP • Notary certification • Other task.
Language pair	Order language pair
Amount	Amount of task
Total price for Customer	Total price for written translation
Discounts and surcharges	All discounts and surcharges for written translation project
Preliminary price for whole project	Specified preliminary project price (on the 1st stage of project management, when the user saves general data)
Amount in words	Amount in words (the system will provide data autonomically)
The total price of order is counted, based on Acts of Acceptance	This text is adjusted to translation agency needs