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## Services Agreement

**Effective Date:**

**Client Name:**

**Client Address:**

**Client Contact:** Name,  
Email,  
Phone:

**Data Protection Addendum:**  Check this box if the Data Protection Addendum is a part of this Services Agreement. (The Data Protection Addendum governs the rights and obligations of the parties, if and to the extent the GDPR and other data protection laws are applicable to the Services or the parties.)

**Client's Data Protection Officer or Other Contact Point:** Name,  
Email,  
Phone:  
(if applicable)

Under this Services Agreement (this "Services Agreement"), TTE Transcripts Worldwide, Ltd. ("TTE") provides the following services ("Services"):

**Transcription Services:** a text copy of the spoken word from audio or video recordings. Transcription Services are priced as set forth on **Exhibit 1** (the "Rate Sheet"), which are attached hereto, incorporated by reference herein, and made a part hereof. Following execution of this Services Agreement, Client may request transcription Services by submitting a request to TTE via email, in accordance with TTE's transfer instructions ("Transfer Instructions"), which are attached hereto, incorporated by reference herein as **Exhibit 2**, and made a part hereof. The Rate Sheet and Transfer Instructions may be updated from time to time upon notice from TTE, including by electronic mail to the Client Contact above.

**Captioning Services:** these services are provided on a custom, case-by-case basis. Client should request rates, ordering procedures, and transfer instructions. Such terms may be updated from time to time upon notice from TTE, including by electronic mail to the Client Contact above.

**Translation and interpreting Services:** these services are provided on a custom, case-by-case basis. Client should request rates, ordering procedures, and transfer instructions. Such terms may be updated from time to time upon notice from TTE, including by electronic mail to the Client Contact above.

TTE reserves the right to refuse any requests or orders for any reason.

*This Services Agreement, together with the Terms & Conditions ("T&C"), are collectively referred to as the "Agreement". The T&C are attached hereto, incorporated by reference herein as **Exhibit 3**, and made a part hereof. If indicated above, the Data Protection Addendum ("Data Protection Addendum") is attached hereto, incorporated by reference herein as **Exhibit 4**, and made a part hereof. Client hereby agrees to this Agreement, (and, if applicable, to the Data Protection Addendum respecting all Services provided by TTE, whether or not referenced in any order for Services.*

\*\*\*signature page follows\*\*\*

IN WITNESS WHEREOF, TTE Transcripts Worldwide, Ltd. and the undersigned Client have executed this Services Agreement as of the Effective Date.

**Client:** \_\_\_\_\_

**TTE Transcripts Worldwide, Ltd.**

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

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