

PROFESSIONAL SERVICE CONTRACT

I. The Parties. This Professional Service Contract (“Agreement”) made effective as of DATE of CONCLUSION is by and between:

Client: CLIENT'S NAME, with a mailing address of CLIENT'S ADDRESS (“Client”).
AND

Professional: Ryosuke Sasaki, with a mailing address of RESIDENTIAL ADDRESS (“Professional”),

Professional and Client are each referred to herein as a “Party” and, collectively, as the “Parties.”

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and agreements contained herein, the Client hires the Professional to work under the terms and conditions hereby agreed upon by the Parties:

II. Term. The term of this Agreement shall commence on DATE of CONCLUSION and terminate on DATE of TERMINATION, and it shall be automatically renewed for a year unless one of the Parties should submit the written notice of termination at least 30 days prior to the date of expiration.

III. The Service. The Professional agrees to provide SERVICE DETAILS (hereinafter known as the “Service”) for the English/Japanese text entrusted by the Client in all kinds of forms, including digital data, printed matter, and handwritten document (hereinafter known as the “Documents”).

IV. Compensation. The Client agrees to pay the Professional the compensation for the Service performed on the Documents under this Agreement according to the rate described in Appendix 1.

V. Governing Law. This Agreement shall be governed by and shall be construed in accordance with the laws of Japan.

IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Agreement to be executed in their names by their duly authorized officers.

Client’s Signature CLIENT'S SIGNATURE

Client’s Address CLIENT'S ADDRESS

Date DATE of SIGNATURE

Professional’s Signature 

Professional’s Address RESIDENTIAL ADDRESS

Date DATE of SIGNATURE

Appendix 1: The Prices, Terms, and Method of Service Compensation

I. Rate. The Client agrees to pay the Professional a compensation for the Service performed by the Professional on the Documents under this Agreement (hereinafter known as “Payment Amount”) according to the rate described as follows:

For Translation, Proofreading and Editing Service

Rate	Service Type	Source	Target
** JPY per word	Translation	English	Japanese
** JPY per character	Translation	Japanese	English
** JPY per character	Proofreading	Japanese	–
** JPY per character	Editing/Rewriting	Japanese	–

II. Terms. The Client sends the Professional the written request for the Service by e-mail (hereinafter known as “Service Request”) or website form along with the Documents subjected to the Service.

The Client calculates the Payment Amount according to the the total word or character count of the Document and notifies the Professional in advance at each Service Request to the Professional.

The Client must notify in advance the deadline date and time according to the Japan Standard Time (JST) to the Professional.

When the Professional confirms and agrees with the Payment Amount and the designated deadline presented in the Service Request, he shall notify the acceptance of the Service Request to the Client by a return e-mail.

If the Professional fails to meet the designated deadline without notifying the Client in advance, the Client shall have the right to deduct 10% of the Payment Amount of the Documents that is overdue.

III. Method. The Professional shall calculate the monthly total of the Payment Amount and issue the invoice at the end of each month and send it to the Client, who shall pay the Payment Amount on the 20th day of the second month after the Client receives the invoice.

The Client uses the third party credit card transaction service provider as the payment channel. The Professional acknowledges and agrees to bear any relevant fee to make the payment transaction.

End of Appendix 1.