

WORDEXPRESS

Multilingual Solutions Worldwide

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CONFIDENTIALITY STATEMENT

I, the undersigned, being first duly sworn, declare:

that WordExpress Corporation, dba ABC WordExpress and/or dba WordExpress, hereinafter called WordExpress, is incorporated under the laws of the State of California, and

that WordExpress is a corporate member of the American Translators Association (ATA) committed to adhering to the Code of Ethical Conduct and Business Practices of the ATA, and

that I am the Client Care Manager at WordExpress, Multilingual Solutions Worldwide, and

that any oral and written information related to the following project will be handled with strict confidentiality at all times:

Type of project: [e.g. translation, interpretation, editing, etc.]

Description of project: [detailed description]

Confidential information to be provided by: [company name and contact person]

I understand that this information may include material that is sensitive, privileged, confidential or exempt from disclosure under applicable federal or state law. I also understand that this information is intended to be provided only to WordExpress and only for the purpose of executing above-listed language project. I declare and guarantee that this information will not be disseminated, neither orally nor in writing, and that it will be kept strictly confidential at all times. No person except for the Project Manager of WordExpress and the designated language expert(s) of WordExpress will be handling this information. They will be expressly bound by this statement.

Executed in Beverly Hills and/or Santa Monica, California, this [day, date and year].

Coralie Cervello
Client Care Manager
WordExpress Corporation