



### Request for Contract Update

Interpretation and Translation Services

Pursuant to the terms of contract number R210606 for \_\_\_\_\_ Contractor must notify and receive approval from Region 4 ESC when there is an update in the contract. No request will be officially approved without the prior authorization of Region 4 ESC. Region 4 ESC reserves the right to accept or reject any request.

Lionbridge Global Solutions II, Inc. \_\_\_\_\_ hereby provides notice of the following update on  
(Contractor)  
this date 10/23/2023.

**Instructions:** Contractor must check all that may apply and shall provide supporting documentation. Requests received without supporting documentation will be returned. This form is not intended for use if there is a material change in operations, such as assignment, bankruptcy, change of ownership, merger, etc. Material changes must be submitted on a "Notice of Material Change to Vendor Contract" form.

**Authorized Distributors/Dealers**  
\_\_\_\_ Addition  
\_\_\_\_ Deletion  
\_\_\_\_ Supporting Documentation

**Price Update**  
\_\_\_\_ Supporting Documentation

**Products/Services**  
 New Addition  
\_\_\_\_ Update Only  
\_\_\_\_ Supporting Documentation

**Discontinued Products/Services**  
\_\_\_\_ Supporting Documentation

**States/Territories**  
\_\_\_\_ Supporting Documentation

**Other** \_\_\_\_\_  
\_\_\_\_ Supporting Documentation

Notes: Contractor may include other notes regarding the contract update here: (attach another page if necessary).

Desktop Publishing - \$40 per hour \_\_\_\_\_ Discontinued On-Site Interpretation  
Linguistic Asset Creation - \$70 per hour \_\_\_\_\_  
Rush Fee - Up to 25% surcharge \_\_\_\_\_  
Speciality Translation - 15% surcharge \_\_\_\_\_

Submitted By: John Drugan \_\_\_\_\_

**Approved by Email: Date** 10/24/2023 | 3:43 PM CDT

Title: Government Sales Director \_\_\_\_\_

**Denied by Email: Date** \_\_\_\_\_

Email Address: John.Drugan@Lionbridge.com \_\_\_\_\_

DocuSigned by:  
Robert Engelmann  
Region 4 ESC: \_\_\_\_\_  
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## Added Optional Services:

Additional Service	Cost	Service Description
Desktop Publishing	\$40/hour	<p>This optional service would allow customers to use Lionbridge's team to create new forms of documents and format the translated text to match the source text.</p> <p>A very common example of this would be a customer asking Lionbridge to translate an English PDF into a Spanish word document.</p>
Specialty Translation	15% increase to the per word rate	<p>While all Lionbridge translators are qualified and tested to translate in any environment, this would give customers the option to choose from translators that have specialty training in areas like legal, financial, medical, etc. if they believe it's necessary.</p>
Linguistic Asset Creation	\$70 per hour	<p>Linguistic hourly rates apply to linguistic asset creation, proofreading requests, hourly translation minimums, in-context review, linguistic testing, and/or linguistic adaptation.</p>
Rush Fee	25% increase of project total	<p>This optional service would allow for customers to choose if they'd like to add an expedited turnaround time for their project, beyond what the contract stipulates</p>

## Discontinued Service

Lionbridge would request that on-site interpretation services be discontinued as an offered service under our Region 4 contract.