**REQUEST FOR ADDITIONAL INFORMATION**

**TRANSLATION QUALITY EVALUATION REPORT**

|  |
| --- |
| To request additional information on your quality evaluation report, please fill in this form and send it by email to [dgtrad.etucontractsexecution@europarl.europa.eu](mailto:dgtrad.etucontractsexecution@europarl.europa.eu).  *Please note that the sections in blue are reserved for the Authorising Authority use only* |
| |  |  | | --- | --- | | **Date of request:** | Click or tap to enter a date. |  |  |  |  | | --- | --- | --- | | **Section 1: Translation order information** | | | |  | | | | Click or tap here to enter text. |  | Click or tap here to enter text. | | **Job No.** (ex. X-00000-XXX-000) |  | **FdR** |  |  | | --- | | **Section 2: Type of information requested** | |  | | Check the appropriate box(es) indicating the type of information you are requesting. | | I wish to request additional information about one or more specific point(s) of the quality evaluation report (in this case, please fill in the table in Section 3). | | I wish to request general information on the quality evaluation report or submit a general comment (in this case, please refer to Section 4). | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Section 3: Information requested** | | Please provide the information requested below based on the evaluation report.  *To add a new row to the table, select the last row and click on the* ***+*** *button displayed on the right*   |  |  |  |  | | --- | --- | --- | --- | | **Segment ID**  *(please indicate the segment ID where the subject of your request is located)* | **Subject of the request**  *(please clearly specify which point of the quality evaluation report motivates your request)* | **Description**  *(please explain the issue and indicate the reasons of your request)* | **Section for EP use only (LU)** | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  | | --- | | **Section 4: Contractor’s General Comment** | | This section must be used for a general request for information or a general comment. In order to submit a request for additional information in connection with one or more specific issue(s) identified in your quality evaluation report, please complete the table in Section 3. | |  | | Click or tap here to enter text. | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **General Comment - Section for EP use only (LU)** | | | **Quality mark confirmed:** yes no |  | |  | | | Click or tap here to enter text. | | |

|  |
| --- |
|  |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Section for EP use only (ETU)** | | | | | | | | **Receipt of the request** | | | | **Result of the request** | | | | **Date of receipt:** | Click or tap to enter a date. | | | **Date of reply:** | | Click or tap to enter a date. | |  |  | | |  | |  | | **Compliance with the deadline:** | | yes | no | **Comments:** | Click or tap here to enter text. | | |  | | | | | | | |