**REQUEST FOR ADDITIONAL INFORMATION**

**TRANSLATION QUALITY EVALUATION REPORT**

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| 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.*Please note that the sections in blue are reserved for the Authorising Authority use only* |
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| **Date of request:** | Click or tap to enter a date. |

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| **Section 1: Translation order information** |
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| Click or tap here to enter text. |  | Click or tap here to enter text. |
| **Job No.** (ex. X-00000-XXX-000) |  | **FdR** |

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| **Section 2: Type of information requested** |
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| 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). |

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| **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*

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| **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. |

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| **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. |
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| Click or tap here to enter text. |

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

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| **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. |
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| **Compliance with the deadline:** | [ ]  yes | [ ]  no | **Comments:** | Click or tap here to enter text. |
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