

## Terms & Conditions

Welcome to the Tempfiller Services (aka Tempfiller.com, Inc. at <http://www.Tempfillerservices.com>). This website (the "Site") is comprised of various web pages operated by Tempfiller.com, Inc. ("Tempfiller"). Access to and use of the Site is conditioned on your acceptance without modification of the terms, conditions, and notices contained herein (the "Terms"). By accessing the Site, you agree to be bound by these Terms. If you do not agree with any part of these Terms, then you do not have permission to access the Site. By using the Site, you represent and warrant that you are of legal age to form a binding contract. Please read these terms carefully, and keep a copy of them for your reference.

## The Site and Its Functions

The Site is an employment website that connects employers and job seekers. It is Tempfiller's goal to provide a job posting site and recruiting service where companies have access to a pool of qualified job seekers and fulfill their need for temporary or permanent job placement. Conversely, qualified job seekers can find and apply directly for jobs posted on the Site, as posted by Tempfiller for the employers. By using this Site, you understand and agree to only use the Site and the information obtained for the purposes of prospective employment, professional services, advertisement, and not for any other unauthorized purpose. Below is the Site functions and limitations.

## Job Seekers Database

Tempfiller sends employers, who requested to post a job on [tempfillerservices.com](http://tempfillerservices.com), a list of job seekers via email. These job seekers are comprised of active job seekers who applied to Tempfiller Services job postings on [tempfillerservices.com](http://tempfillerservices.com) and other job boards (employed and unemployed). Employers who are hiring professionals with licenses are responsible to verify their licenses for validity. Tempfiller is not an agency and only provides an online platform that supports the recruitment process. With this in mind, it is the employer's obligation to search, select and communicate directly to any job seeker listed. Strict confidentiality must be followed.

## Job Listings

Job seekers have instant access to a secure resource of reputable companies and potential employers. Job search is made easy by going into job location on our homepage (i.e. "Los Angeles Job", "Orange County Job", etc.). Job seekers may directly apply to the jobs posted and will be notified directly by Tempfiller Services that their application is submitted. Job seekers have the opportunity to search and contact potential employers directly, depending on the preferred communication medium by the employer (email/call/text). Employers must ensure that all details/information relayed in the job posting are correct/valid/current.

All who use the Site understand and agree to only use the information obtained for the purposes of prospective employment, professional services, and not for any other unauthorized purpose. Once a job placement (temporary/permanent) has been successfully settled and agreed upon by both the job seeker and employer, it is both parties' responsibility to negotiate and settle the payment/salary/compensation provided. Job seekers must always carry their respective active licenses and/or driver's license for identification. Tempfiller is not an agency and will not be involved in the search/selection process, scheduling of job interviews, background checks and negotiation of

salary/compensation nor responsible for any loss or misconduct. It is the employer's obligation to search, screen, communicate, select and hire job seekers for the designated position.

#### Pricing

Job seekers are entitled to no placement fees. Employers are entitled to one time postings for a fee.

Employers receive emails from Tempfiller Services for access to the job seekers resume.

#### Tempfiller Recruiters

Employers may hire Tempfiller Recruiters to find the best match for their office. Call 8189807345 or send inquiries to [clasala@tempfillerservices.com](mailto:clasala@tempfillerservices.com). Tempfiller Recruiters have separate terms and conditions. Please send your questions directly to Cindy Lasala at [clasala@tempfillerservices.com](mailto:clasala@tempfillerservices.com).

#### Your Account

When you submit an account/resume on our Site, you represent and warrant that you are above the age of eighteen (18) and that the information you provide us is accurate, complete, and current at all times. We reserve the right to refuse service or terminate accounts in our sole discretion.

By submitting an Account or resume on our Site, you agree to subscribe to newsletters, marketing or promotional materials and other information we may send. However, you may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send.

You are responsible for maintaining the confidentiality of your account, including, but not limited to, restricting access to your computer or account. You may not share your account, with any other party or use the account. You will be solely responsible for all activities undertaken and all obligations made by you or through your account. You must notify us immediately upon becoming aware of any breach of security or unauthorized use of your account.

To the extent that the Site allows you to link your account to any social networking or other online accounts, you may only link your own accounts. By linking your other accounts, you expressly authorize us to access your account information from those third party accounts, on your behalf as your agent, and permit us to access, use and, in some cases, store your account information.

You may not assign or otherwise transfer your account to any other person or entity. You agree to use the Site only to find professionals for purposes for which are legal and appropriate. You must not use the Site to abuse, defame, harass, threaten, intimidate, or otherwise violate the legal and privacy rights of others. You must not supply inaccurate and misleading information of your business or yourself. You must not supply information about you or your business for any illegal or unauthorized purpose. You acknowledge that Tempfiller is not associated with, or endorses, or is in any way connected with you or your business. You acknowledge that Tempfiller is not responsible for third party

access to your account that results from theft or misappropriation of your account. Tempfiller and its associates reserve the right to refuse or cancel service, terminate accounts, or remove or edit content in our sole discretion. Tempfiller does not knowingly collect, either online or offline, personal information from persons under the age of eighteen (18).

#### Purchases (Employers Only)

By placing an order with us for any service made available through the Site, you as an employer represent and warrant that (i) you have the legal right to use the payment method provided, (ii) you are of legal age and capacity to form a binding contract, and (iii) all information you provide to us in connection with such order is true, accurate, and complete. You may be asked to supply certain information relevant to any order you place through the Site including, without limitation, your credit card number, the expiration date of your credit card, your billing address, and your shipping information. We may use third party services to process your payment or fulfill your order. By submitting your information, you grant us the right to provide the information to these third parties subject to our Privacy Policy [[www.tempfiller.com](http://www.tempfiller.com)]

We reserve the right to refuse any order you place with us. We may, in our sole discretion, limit or cancel quantities purchased. If we make a change to or cancel an order, we will attempt to notify you. We further reserve the right to refuse or cancel your order if fraud or an unauthorized or illegal transaction is suspected.

All features, specifications, products, prices, discounts, promotions, and offers described on our Site are subject to change at any time, without notice. We have made every effort to accurately display our products and pricing. All prices displayed on the Site are in U.S. dollars unless otherwise noted. We will add applicable sales taxes.

Occasionally there may be information on our Site that contains typographical errors, inaccuracies, or omissions that may relate to product descriptions, pricing, promotions, offers, and availability. We reserve the right to correct any errors, inaccuracies or omissions and to change or update information or cancel orders if any information on the Sites is inaccurate at any time without prior notice (including after you have submitted your order).

#### Cancellation/Refund Policy

For all Accounts:

You understand that the Site has no responsibility or liability for the delegation or failure to store any content maintained or transmitted by the Site. Personal Information (as defined in our Privacy Policy [[www.tempfillerservices.com](http://www.tempfillerservices.com)]) will be saved with the Site until expiration and termination of account. **You acknowledge that the Site offers no guarantees of our services.** You acknowledge that if there are any complaints or concerns, you must first notify [clasala@tempfillerservices.com](mailto:clasala@tempfillerservices.com) to correct any errors or complaints.

#### For Recruiting Service(s) and Job Posting(s)

You agree that there is no refund and all transactions are considered final. We will not issue any refunds for recruiting services or job listing postings. You acknowledge that such job posting transaction gives an employer the opportunity to post one job ad and

one time advertisement on the Site. You understand that potential candidates can directly apply to any job posting sent first to Tempfiller. You understand there are no additional benefits given to this transaction. You agree there is no commitment to a membership or subscription. You agree that Tempfiller recruiting services have no guarantees and all transactions have no refunds (please see your recruiting agreement contract). You agree to abide by all of the guidelines for advertisements as posted here.

#### Links to Third Party Sites/Third Party Services

The Site may contain links to other websites ("Linked Sites") since we allow paid advertisements. The Linked Sites are not under the control of Tempfiller and Tempfiller is not responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. Tempfiller is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by Tempfiller of the site or any association with its operators. Tempfiller will not share or provide any information to third party sites and organization.

#### No Unlawful Or Prohibited Use/Intellectual Property

You are granted a non-exclusive, non-transferable, revocable license to access and use the Site strictly in accordance with these Terms. As a condition of your use of the Site, you warrant to Tempfiller that you will not use the Site for any purpose that is unlawful or prohibited by these Terms. You may not use the Site in any manner, which could damage, disable, overburden, or impair the Site or interfere with any other party's use and enjoyment of the Site. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the Site.

#### Right To Change The Site

We reserve the right to modify or suspend the Site, or any service, content, feature or product offered through the Site, or terminate your right to access or use any portion of the Site, with or without notice, at any time in our sole discretion. You agree that we shall not be liable to you or to any third party for any modification, suspension, or restriction of the Site or any portion thereof.

#### Access To And Use Of The Site

You agree to access or use the Site solely for legal purposes as allowed by these Terms. Amongst other things, you agree not to:

- hack into the Site, or modify another website so as to falsely imply that it is associated or affiliated with the Site;
- damage, disable, overburden, transmit any worms or viruses or any code of a destructive nature, or interfere with any other party's use and enjoyment of the Site;
- violate any applicable laws, rules or regulations in your jurisdiction (including, but not limited, to trademark and copyright laws); or
- access or attempt to access any password-protected, secure or non-public areas of the Site without our express advance written permission.

#### Contests, Sweepstakes, And Promotions

Any contests, sweepstakes, or other promotions (collectively, "Promotions") made

available through the Site may be governed by rules that are separate from these Terms. If you participate in any Promotions, please review the applicable rules as well as our Privacy Policy. If the rules for a Promotion conflict with these Terms, the Promotion rules will apply.

### Content

Unless otherwise noted, the Site, and all materials on the Site, including text, images, illustrations, designs, icons, photographs, and video clips, and the copyrights, trademarks, trade dress, or other intellectual property in such materials ("Tempfiller Content"), are owned, controlled, or licensed by Tempfiller. The Tempfiller brand name is a registered trademark of Tempfiller. You may download or copy the Tempfiller Content and other downloadable materials displayed on the Site for your personal use only. You agree to observe and abide by all copyright and other proprietary notices, legends or other restrictions contained in any such Tempfiller Content and you may not delete or alter any proprietary rights or attribution notices. No right, title or interest in any downloaded Tempfiller Content is transferred to you as a result of any such downloading or copying. You may not reproduce (except as noted above), publish, transmit, distribute, display, modify, reverse engineer, participate in the transfer or sale, create derivative works from, sell or exploit in any way in whole or in part any of the Tempfiller Content or the Site. The Tempfiller Content is not for resale.

Any third-party content, products, or services posted on, transmitted through, or linked from the Site are the sole responsibility of the third-party originator. If you choose to access any third-party content, you do so at your own risk. **WE ARE NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE OF ANY SORT INCURRED AS A RESULT OF ACCESSING A THIRD-PARTY WEBSITE OR ANY THIRD-PARTY CONTENT, PRODUCTS, OR SERVICES.**

### Content You Provide

Our Site allows you to post, link, store, share, and otherwise make available certain information, text, graphics, videos, or other material ("User Content"). You are responsible for the User Content that you post on or through the Site, including its legality, reliability, and appropriateness. We take no responsibility and assume no liability for User Content you or any third party posts on or through the Site.

The Site is publicly viewable and you should have no expectation of privacy or confidentiality in any User Content you post. You agree that any User Content you post will not violate any right of any third party, including copyright, trademark, privacy or other personal or proprietary right and will not contain libelous or otherwise unlawful, abusive or obscene material, or contain any computer virus or other malware that could in any way affect the operation of the Site. You may not use a false e-mail address, pretend to be someone other than yourself, or otherwise mislead us or any third parties regarding the source of any User Content. We take no responsibility and assume no liability for any User Content posted by you or any third party.

By submitting User Content to the Site, you grant, and you represent and warrant that you have the right to grant and hereby do grant, Tempfiller, its subsidiaries, affiliates, agents, and necessary sublicensees, an irrevocable, perpetual, non-exclusive, fully paid, worldwide license to use, copy, perform, display, reproduce, publish, distribute,

sublicense, and otherwise disclose, prepare derivative works of, or incorporate into other works, the User Content, for any purpose without restriction and without providing any attribution or compensation to you. If you do not want us to use your User Content, please do not post it to the Site. We maintain the right, but not the obligation, to monitor, translate, reformat, and edit all User Content posted on the Site.

#### PRIVACY POLICY

We respect the privacy of your personal information. Please view our Privacy Policy <http://www.Tempfillerservices.com> for more information.

#### Electronic Communications

Visiting the Site or sending emails to Tempfiller constitutes electronic communications. You consent to receive electronic communications and you agree that all agreements, notices, disclosures and other communications that we provide to you electronically, via email and on the Site, satisfy any legal requirement that such communications be in writing.

#### Disclaimer Of Warranties And Limitation On Damages

THE SITE AND ALL INFORMATION, PRODUCTS, AND SERVICES ARE OFFERED TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW ON AN "AS IS" AND "AS AVAILABLE" BASIS, DISCLAIMING ALL WARRANTIES, INCLUDING SPECIFICALLY THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. WE ASSUME NO LIABILITY FOR PERSONAL INJURY OR PROPERTY DAMAGE, OF ANY NATURE WHATSOEVER, RESULTING FROM YOUR ACCESS TO AND USE OF THE SITE, SERVICES OR ANY THIRD PARTY WEBSITE(S) OR PRODUCTS, OR FOR ANY BUGS, VIRUSES, TROJAN HORSES, OR THE LIKE, WHICH MAY BE TRANSMITTED TO OR THROUGH THE SITE. THE INFORMATION, PRODUCTS, AND SERVICES INCLUDED IN OR AVAILABLE THROUGH THE SITE MAY INCLUDE INACCURACIES OR TYPOGRAPHICAL ERRORS. CHANGES ARE PERIODICALLY ADDED TO THE INFORMATION ON THE SITE. TEMPFILLER MAY MAKE IMPROVEMENTS AND/OR CHANGES IN THE SITE AT ANY TIME. TEMPFILLER MAKES NO REPRESENTATIONS ABOUT THE SUITABILITY, RELIABILITY, AVAILABILITY, TIMELINESS, AND ACCURACY OF THE INFORMATION, SOFTWARE, PRODUCTS, SERVICES AND RELATED GRAPHICS CONTAINED ON THE SITE FOR ANY PURPOSE.

Tempfiller its subsidiaries, affiliates, and its licensors do not warrant that: a) the Site will function uninterrupted, secure, or available at any particular time or location; b) any errors or defects will be corrected; c) the Service is free of viruses or other harmful components; or d) the results of using the Service will meet your requirements.

Some states or jurisdictions do not allow the limitation or exclusion of certain warranties, or the exclusion or limitation of certain damages. If you reside in one of these states or jurisdictions, the above limitations or exclusions may not apply to you. If you are dissatisfied with any portion of the Site, or with these Terms, your sole and exclusive remedy is to discontinue use of the Site.

In no event shall Tempfiller, its subsidiaries, and/or affiliates nor its and/or their officers,

directors, employees, contractors, partners, agents, suppliers, representatives, and third parties, be liable for any indirect, incidental, special, consequential or punitive damages, including without limitation, loss of profits, data, use, goodwill, or other intangible losses, resulting from (i) your access to or use of or inability to access or use the Site; (ii) any conduct or content of any third party on the Site; (iii) any content obtained from the Site; (iv) the provision of or failure to provide services; and (v) unauthorized access, use, or alteration of your transmissions or content, whether based on warranty, contract, tort (including negligence) or any other legal theory, whether or not we have been informed of the possibility of such damage, and even if a remedy set forth herein is found to have failed of its essential purpose.

#### Indemnity

You shall defend, indemnify, and hold harmless, Tempfiller, its subsidiaries and affiliates, and each of its and its affiliates' officers, directors, employees, contractors, partners, agents, suppliers, representatives, and third parties from all liabilities, claims, and expenses, including reasonable attorneys' fees and other legal costs, that arise from or relate to (i) your use or misuse of the Site; (ii) your inability to use the Site; (iii) violation of these Terms; (iv) infringement by you, or any third party using your account, of any intellectual property or other right of any person or entity; (v) your violation of any rights of a third party; (vi) your violation of any applicable laws, rules, or regulations; or (vii) any User Content you submitted. We reserve the right to assume the exclusive defense and control of any matter otherwise subject to indemnification by you, in which event you will assist and cooperate with us in asserting any available defenses.

#### Arbitration

In the event the parties are not able to resolve any dispute between them arising out of or concerning these Terms, or any provisions hereof, whether in contract, tort, or otherwise at law or in equity for damages or any other relief, then such dispute shall be resolved only by final and binding arbitration pursuant to the Federal Arbitration Act, conducted by a single neutral arbitrator and administered by the American Arbitration Association, or a similar arbitration service selected by the parties, in a location mutually agreed upon by the parties. The arbitrators award shall be final, and judgment may be entered upon it in any court having jurisdiction. In the event that any legal or equitable action, proceeding or arbitration arises out of or concerns these Terms, the prevailing party shall be entitled to recover its costs and reasonable attorney's fees. The parties agree to arbitrate all disputes and claims in regards to these Terms or any disputes arising as a result of these Terms, whether directly or indirectly, including Tort claims that are a result of these Terms. The parties agree that the Federal Arbitration Act governs the interpretation and enforcement of this provision. The Arbitrator shall determine the entire dispute, including the scope and enforceability of this arbitration provision. This arbitration provision shall survive the termination of these Terms.

#### Class Action Waiver

Any arbitration under these Terms will take place on an individual basis; class arbitrations and class/representative/collective actions are not permitted. THE PARTIES AGREE THAT A PARTY MAY BRING CLAIMS AGAINST THE OTHER ONLY IN EACH'S INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PUTATIVE CLASS, COLLECTIVE AND/ OR REPRESENTATIVE PROCEEDING, SUCH AS IN THE FORM OF A PRIVATE ATTORNEY GENERAL ACTION AGAINST

THE OTHER. Further, the arbitrator may not consolidate more than one person's claims, and may not otherwise preside over any form of a representative or class proceeding.

#### Copyright Policy

We respect intellectual property rights and will remove or disable access to any material on the Site that infringes any copyright after being properly notified by the copyright owner or the copyright owner's legal agent. If you believe that any content on the Site violates your copyright, please provide our copyright agent with the written information specified below:

- an electronic or physical signature of the person authorized to act on behalf of the owner of the copyright interest;
- an description of the copyrighted work that you claim has been infringed;
- a description of where the material that you claim is infringing is located on the Site;
- your address, telephone number, and e-mail address;
- a statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law;
- a statement by you, made under penalty of perjury, that the above information in your notice is accurate and that you are the copyright owner or authorized to act on the copyright owner's behalf.

Our Copyright Agent for notice of claims of copyright infringement on the Site can be reached as follows:

David Schnider  
Nolan Heimann LLP  
16133 Ventura Blvd., Ste. 820  
Encino, CA 91436  
dschnider@nolanheimann.com

#### Changes

We reserve the right, at our sole discretion, to modify or replace these Terms at any time. If a revision is material we will provide at least 15 days notice prior to any new terms taking effect. What constitutes a material change will be determined at our sole discretion. By continuing to access or use the Site after any revisions become effective, you agree to be bound by the revised terms. If you do not agree to the new terms, you are no longer authorized to use the Site.

#### General Legal Provisions

Tempfiller reserves the right, in its sole discretion, to terminate your access to the Site and the related services or any portion thereof at any time, without notice.

These Terms are governed by the laws of the State of California, U.S.A., without regard to conflicts of laws principles, as if this were a contract wholly entered into and wholly performed within the State of California. You hereby consent to the exclusive jurisdiction and venue of courts in the County of Los Angeles, California, U.S.A., for all disputes arising out of or relating to accessing or using the Site. Access to or use of this Site is unauthorized in any jurisdiction that does not give effect to all provisions of these Terms, including, without limitation, this paragraph.



If any provision in these Terms is invalid or unenforceable under applicable law, the remaining provisions will continue in full force and effect, and the invalid unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision.

No waiver of any breach of any provision of these Terms shall constitute a waiver of any prior, concurrent, or subsequent breach of the same or any other provisions hereof, and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving party. All rights not expressly granted herein are hereby reserved.

You agree that no joint venture, partnership, employment, or agency relationship exists between you and Tempfiller as a result of this agreement or use of the Site. Tempfiller's performance of this agreement is subject to existing laws and legal process, and nothing contained in this agreement is in derogation of Tempfiller's right to comply with governmental, court and law enforcement requests or requirements relating to your use of the Site or information provided to or gathered by Tempfiller with respect to such use.

#### Use of Communication Services

The Site may contain personal web pages, calendars, and/or other message or communication facilities designed to enable you to communicate directly with an employer or job seeker, as applicable (collectively, "Communication Services"), you agree to use the Communication Services only to post, send and receive messages and material that are proper and related to the particular Communication Service.

By way of example, and not as a limitation, you agree that when using a Communication Service, you will not: defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others; publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information; upload files that contain software or other material protected by intellectual property laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consents; upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer; advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages; conduct or forward surveys, contests, pyramid schemes or chain letters; download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner; falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded, restrict or inhibit any other user from using and enjoying the Communication Services; violate any code of conduct or other guidelines which may be applicable for any particular Communication Service; harvest or otherwise collect information about others, including e-mail addresses, without their consent; violate any applicable laws or regulations.

Tempfiller has no obligation to monitor the Communication Services. However, Tempfiller reserves the right to review materials posted to a Communication Service and to remove any materials in its sole discretion. Tempfiller reserves the right to terminate

your access to any or all of the Communication Services at any time without notice for any reason whatsoever.

Tempfiller reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in Tempfiller's sole discretion.

Always use caution when giving out any personally identifying information about yourself or your children in any Communication Service. Tempfiller does not control or endorse the content, messages or information found in any Communication Service and, therefore, Tempfiller specifically disclaims any liability with regard to the Communication Services and any actions resulting from your participation in any Communication Service.

Materials uploaded to a Communication Service may be subject to posted limitations on usage, reproduction and/or dissemination. You are responsible for adhering to such limitations if you upload the materials.

#### Third Party Accounts

You will be able to connect your Tempfiller account to third party accounts. By connecting your Tempfiller account to your third party account, you acknowledge and agree that you are consenting to the continuous release of information about you to others (in accordance with your privacy settings on those third party sites). If you do not want information about you to be shared in this manner, do not use this feature.

#### International Users

The Site is controlled, operated and administered by Tempfiller from our offices within the United States of America. If you access the Site from a location outside the United States of America, you are responsible for compliance with all local laws. You agree that you will not use the Tempfiller Content accessed through the Site in any country or in any manner prohibited by any applicable laws, restrictions or regulations.

#### Entire Agreement

Unless otherwise specified herein, this agreement constitutes the entire agreement between the user and Tempfiller with respect to the Site and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral or written, between the user and Tempfiller with respect to the Site. A printed version of this agreement and of any notice given in electronic form shall be admissible in judicial or administrative proceedings based upon or relating to this agreement to the same extent and subject to the same conditions as other business documents and records originally generated and maintained in printed form. It is the express wish to the parties that this agreement and all related documents be written in English.