

## TRANSLATION AGREEMENT 2016

Name

Surname First Name Middle Name

Address

Email

Mobile number  Tel. number

### WORK ORDER:

Type of translation

☐ A ☐ B  
☐ Birth Cert. ☐ Marriage Cert.

Service:

☐ Ordinary ☐ Rush

Rate:

Php  /page

Estimated number of translated page:

Total estimated cost:

Php

Deposit:

Php

Documents delivered

on:  at:

Translation to be picked up on:

After:

\_\_\_\_\_  
Signature of AFM Agent

\_\_\_\_\_  
Signature of Client

*WARRANTY: AFM Warrants that it shall produce a finished translation in accordance with the generally accepted norm in French / English translation. The Client, however, recognizes that translation is not an exact science and the final translation may thus vary from other acceptable translations.*

**O F F I C I A L U S E O N L Y**

Final number of translation pages:

Documents received at:

Total cost:  Php

on:

Amount deposited  Php

Translator:

Date  OR#

Balance Due

\_\_\_\_\_  
Signature of Translator

Date  OR#

Due to translator:  Php

<b>TYPE OF WORK AND RATES:</b>				
250 words/page: please refer to the conditions below		<b>Ordinary</b>	<b>Rush</b>	<b>Expedite</b>
NSO Birth Certificate / Marriage Certificate		Php 1075	Php 1643	Php 2026
A	General (dfa, letters-school & college diplomas, administrative civil registry certificates, NBI & police clearances, driving license, etc.)	Php 595	Php 938	Php 1156
B	Medical (medical reports & certificates), Trade & Tourism (information brochures), food ingredient, Technical (instruction – description, patents), Judicial (contracts, affidavits, court decisions, certification of capacity to marry, legal adoption documents, etc.) or Commercial (commercial letters or faxes, bills of lading, advertising documents, etc), transcript of records, resumé	Php 819	Php 1273	Php 1570

#### CONDITIONS:

- Translations shall refer to the final translated document, typewritten double-spaced on standard size paper counted on the basis of 25 lines or 250 words/page.
- Translations consisting of several pages shall be computed according to the total number of translated pages as defined above.
- Any document or a part of documents resulting in less than 25 lines translation will be charged as a full page. And as soon page exceeds 250 words, an additional page will be charged.
- For documents exceeding 1,000 words, the Client and Alliance Française shall reach an agreement on the delivery date of the translation.
- Upon signing this agreement, the client shall pay 50% of the estimated cost. The balance shall be paid upon release of the translated documents.
- Payment of the contract price shall not be subject to the prior acceptance of work.
- Alliance Française de Manille (AFM) is not liable for any loss of documents submitted for translation.
- The Client's signature below implies that the Client agrees to the AFM Operational Translation Policy. Please ask the AFM agent regarding the said policy. "ESTIMATED" means the pages and the cost may be lesser or higher after translation.
- Though under the expedite option, the discretion of the final Release Date belongs to the translator alone.