

File Code: _____

TRANSLATION AGREEMENT 2019

Surname	Given Name	Mobile number
Address		E-Mail Address

TRANSLATION RATES			
Type of Document	Price per page / per 250 words		
	Ordinary	Rush	Expedite
A. Civil registry certificates, citizenship/naturalization certificates, foreign birth or marriage certificates, police or NBI clearance, Cenomar, driver's licenses, DFA authentications, diplomas, passports, certificate of baptism, marginal notations on PSA Birth Certificates, <i>livret de famille</i>	Php 600	Php 940	Php 1,220
B. Medical documents, technical documents, judicial papers, contracts, commercial and promotional documents, transcript of records, resumé, certificate of graduation, certificate of employment, Brgy. certificates, etc.	Php 820	Php 1,280	Php 1,650
C. PSA (NSO) birth or marriage certificates	Php 1,080	Php 1,650	Php 2,130

TERMS AND CONDITIONS

a. The final translation cost will depend on the translated document: computerized, on A4 sized paper, with each page comprised of 250 words. A page of less than 250 words will be charged as one page. Likewise, parts of the final translation, in excess of the 250-word per page limit will be counted as an additional page. The final cost may deviate from the estimated price after translation.

b. Translation duration is set for documents of less than four (4) pages: 7 working days for ordinary service, 3 working days for rush service and 1 working day for expedite service. The Client and AFM shall reach an agreement on release date for documents of more than four pages.

c. Upon signing this Agreement, a non-refundable deposit of at least 60% of the initial estimate by an AFM Agent shall be paid by the client. The balance shall be paid upon release of translated documents. All local/international bank charges and courier fees, if any, will be shouldered by the client.

Client's Signature

I have read and agree to all the terms and conditions above. By signing, I acknowledge that translation cannot be objectively measured, and the final translation may thus vary from other recognized translations.

FOR OFFICIAL USE ONLY			
Type:	A <input type="checkbox"/>	Est. pages _____	Amt Deposited _____
	B <input type="checkbox"/>		O.R. Number _____
	C <input type="checkbox"/>	Est. cost _____	Date _____
Rate:	Ord <input type="checkbox"/>	Final pages _____	Balance Due _____
	Rsh <input type="checkbox"/>		O.R. Number _____
	Exp <input type="checkbox"/>	Final cost _____	Date _____
Docs received : _____	Received by: _____	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p>Docs released on: _____</p> <p>Translator: _____</p> <p>Due to translator: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Signature of Translator</i></p> </div>	