

TRANSLATION AGREEMENT

Company name/ (If individual) Last name of client <i>Nom de la société / (Pour les particuliers) Nom du client</i>	Given name <i>Prénom du client</i>	Mobile number/Numéro portable
Address/Adresse		Email address/Courriel

TRANSLATION RATES

Type of Document	Price per page (1 page = 250 words)		
	Ordinary	Rush	Expedite
A. Civil registry certificate, acquisition of nationality certificate, foreign birth or marriage certificate, police or NBI clearance, <i>casier judiciaire</i> , cenomar, driver's license, DFA apostille, diploma, passport, certificate of baptism, additional remarks on PSA Birth Certificate, <i>livret de famille</i>	Php 620	Php 970	Php 1,260
B. Medical document, technical document, 2nd page affidavit of acknowledgement, judicial papers, contract, commercial and promotional document, transcript of record, <i>acte de décès</i> , résumé, certificate of graduation, certificate of employment, brgy. certificate, etc.	Php 850	Php 1,320	Php 1,700
C. PSA birth, marriage or death certificate	Php 1,120	Php 1,700	Php 2,200

TERMS AND CONDITIONS

- a. The final translation cost will depend on the translated document: computerized, on A4 size paper, with each page comprised of 250 words. A page of less than 250 words will be charged as one page. When the word count in a document exceeds the 250 - word per page limit, an additional page is charged. The final cost may be different from the estimated price after translation.
- b. Translation processing 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. In compliance with the Data Privacy Act (DPA) of 2012, and its Implementing Rules and Regulations (IRR) effective since September 8, 2016, electronic and hard copies of client's documents will only be archived for one (1) year unless deletion is immediately requested. Any document requiring editing and reprinting beyond this period will need to be re-translated.
- d. 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 the translated documents. Any and/or all local/international bank charges and courier fees shall be shouldered by the client.

Client's Signature Over Printed Name

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

FOR OFFICIAL USE ONLY

Type:	A	<input type="checkbox"/>	Est. pages _____	Amt Deposited _____	Docs released on: _____
	B	<input type="checkbox"/>		O.R. Number _____	
	C	<input type="checkbox"/>	Est. cost _____	Date _____	Translator: _____
Rate:	Ord	<input type="checkbox"/>	Final pages _____	Balance Due _____	
	Rsh	<input type="checkbox"/>		O.R. Number _____	Due to translator: _____
	Exp	<input type="checkbox"/>	Final cost _____	Date _____	

Date received : _____ Received by: _____

Signature of Translator