



TRANSLATION AGREEMENT

File Code: _____

Company name and TIN No./ (If individual) Last name of client <i>Nom de la société et NIF /(Pour les particuliers) Nom du client</i>	Given name <i>Prénom du client</i>
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Mobile number/Numéro portable _____

Address/Adresse _____

Email address/Courriel _____

TRANSLATION RATES

Type of Document	Rate per page (1 page = 250 words)		
	Ordinary	Rush	Expedite
A. DFA apostille, local civil registry, acquisition of nationality certificate, local & foreign birth or marriage certificate, police or NBI clearance, <i>casier judiciaire</i> , cenomar, driver's license, diploma, passport, certificate of baptism, amendment & annotations on a PSA document, <i>livret de famille</i>	Php 675	Php 1,057	Php 1,373
B. Medical document, technical document, 2nd page affidavit of a PSA document, judicial papers, contract, commercial and promotional document, transcript of record, death certificate, résumé, certificate of graduation, certificate of employment, brgy. certificate, etc.	Php 927	Php 1,439	Php 1,853
C. PSA birth, marriage or death certificate	Php 1,220	Php 1,853	Php 2,398

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 a copy, editing and reprinting beyond this period will need to be re-translated.
- d. Upon signing this Agreement, a non-refundable deposit of at least 75% 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.

REQUEST TO FORWARD TRANSLATION FOR LEGALIZATION TO THE EMBASSY OF FRANCE AND MICRONESIA IN THE PHILIPPINES

Do you need your document to be legalized at the Embassy of France and Micronesia in the Philippines?

- No, I don't need legalization and will not avail of it.
- Yes, I need legalization at the Embassy of France and Micronesia in the Philippines. With my signature below:
 - a. I am authorizing the Alliance Française de Manille to forward the translated documents on my behalf to the Embassy of France and Micronesia in the Philippines.
 - b. I understand that I am solely responsible for directly communicating with the Embassy of France and Micronesia in the Philippines about all matters on legalization and claiming of documents from the embassy.
 - c. I will not hold the Alliance Française de Manille accountable on said matters.

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 _____	Due to translator: _____
	Rsh <input type="checkbox"/>		O.R. Number _____	
	Exp <input type="checkbox"/>	Final cost _____	Date _____	
Date received :	_____	Received by: _____	_____ <i>Signature of Translator</i>	