

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>	Mobile number/ <i>Portable</i>
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Address/ <i>Adresse</i>	Email address/ <i>Courriel</i>
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TAX INCLUSIVE RATES

Type of Document	Rate per page (1 page = 250 words)		
	Ordinary	Rush	Expedite
A. DFA apostille, local civil registry, local & foreign birth, marriage or death certificate, police or NBI clearance, <i>casier judiciaire</i> , cenomar, driver's license, diploma, certificate of graduation, passport, certificate of baptism, <i>livret de famille</i>	Php 1,200	Php 1,600	Php 2,000
B. Medical document, judicial papers, contract, commercial and promotional document, prenuptial agreement, transcript of records, CV, certificate of employment, residence certificate, LTO certifications, etc.	Php 1,600	Php 2,000	Php 2,600
C. PSA birth, marriage or death certificate	Php 2,000	Php 2,600	Php 3,200

TERMS AND CONDITIONS

A. The final translation fee is based on the completed translated document, which is prepared in a computerized format on A4-sized paper. Each translated page consists of up to **250 words**. Any page containing **250 words or fewer** is charged as one **(1) page**. If the word **count exceeds 250 words**, an **additional page** will be charged accordingly. As a result, the final translation cost may differ from the initial estimate provided before the translation is completed.

b. Translation requests for documents of **up to four (4) pages** are processed within the following timeframes: **seven (7) working days** for ordinary service, **three (3) working days** for rush service, and **one (1) working day** for expedited service. **For documents exceeding four (4) pages**, the AFM will propose a release date based on the volume of work, subject to the client's agreement.

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 clients' 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.

Client's Signature Over Printed Name

I have read and I agree to all the terms and conditions above. By signing, I acknowledge that the final translation that I will receive may vary from other recognized translations.

FOR OFFICIAL USE ONLY

Type:	A	☐	Est. pages	_____	Amt Deposited	_____	Docs released on:	_____
	B	☐			O.R. Number	_____		
	C	☐	Est. cost	_____	Date	_____	Translator:	_____
Rate:	Ord	☐	Final pages	_____	Balance Due	_____		
	Rsh	☐			O.R. Number	_____	Due to translator:	_____
	Exp	☐	Final cost	_____	Date	_____		

Date received : _____ Received by: _____

Signature of Translator