TRANSLATION REQUEST FORM

Date Received: _______________  Date required: _______________

Name: __________________________________________________________

Mobile/phone no: _________________________________________________

Department/Organisation/Section: __________________________________

Email address: ___________________________________________  ABN: ____________________

TRANSLATION DETAILS:

Title or Type of document/s: __________________________________________

(Please provide spelling of names on documents/s in English).

Language from: _______________  Language to: _______________________

Type of Translation: Full  ☐  or  Extract Translation ☐

Original document returned: ☐  Signature: ____________________________

PAYMENT DETAILS:

Full payment due on collection of documents. For jobs over $100, a 10% deposit is required. Tax invoices are sent to private businesses and government agencies.

Deposit: $ __________  Balance: $ __________  Date to Client: __________

Receipt No: __________  Signature: _________________________________

Quote required: ☐  Amount Quoted: $ __________

Notes: __________________________________________________________

_______________________________________________________________

_______________________________________________________________

No. of words: __________  No. of pages: __________  Standard  ☐  Complex ☐
1. We prefer to see the original document of all legal and educational documents you want translated. All original document(s) will be returned to you.
2. We only provide translations. We do not organise graphics and printing.
3. Source documents are expected to be in their final form. Once the translation has been completed, any subsequent alterations made by clients to the source text requiring a re-translation will incur additional charges.
4. Quotes may be subject to change depending on the complexity of the document and the availability and level of translator accreditation.
5. Standard documents may take 7 to 10 working days to translate and process. Urgent translations will incur a higher fee.

CANCELLATIONS: If work has begun before you cancel, you will be charged for all work completed.

CHARGES
Our fees are calculated on English text. General translating services are charged by the word. The minimum order is 100 words. The fees listed below are for local translations only and fees may increase if a freelance translator is used.

<table>
<thead>
<tr>
<th>STANDARD TRANSLATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per 100 English words @ $0.33 cents per word (minimum fee)</td>
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</table>

<table>
<thead>
<tr>
<th>EXTRACTS OF BIRTH, BAPTISMAL, MARRIAGE, DEATH OR DIVORCE CERTIFICATES, DRIVER LICENCE</th>
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<tbody>
<tr>
<td>$53.00 per document (minimum fee)</td>
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<table>
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<tr>
<th>CHECKING – Per 100 words $30.40 (minimum fee)</th>
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<th>URGENCY RATE:</th>
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<tr>
<td>Standard documents take between 7 to 10 days. To receive your translation faster the following charges apply:</td>
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<table>
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<tr>
<th>24 hour (small jobs)</th>
<th>+100% of cost</th>
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<tbody>
<tr>
<td>48 hour (small jobs)</td>
<td>+50% of cost</td>
</tr>
<tr>
<td>24 or 48 hour turnaround, large jobs</td>
<td>Negotiable</td>
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</tbody>
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All translations are subject to a 20% service delivery fee + GST

Card Payments Only (Credit or Eftpos). NO CASH payments will be accepted.

**PHYSICAL ADDRESS**
Grd Floor RCG House 83-85 Smith Street
DARWIN NT 0800

**TEL NO**
8999 8506

**EMAIL**
itsnt@nt.gov.au

**POSTAL ADDRESS**
GPO Box 4621
Darwin NT 0801