**INTERPRETING AND TRANSLATING SERVICE NT**

URGENT (urgency rate applies)

❒ YES ❒ NO

❒ 24 HR ❒ 48 HR

***TRANSLATION REQUEST FORM***

Date Received: Date required: **Job Number:**

Name:

Contact 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 only.

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.

STANDARD TRANSLATION

Per 100 English words @ $0.33 cents per word (minimum fee)

EXTRACTS OF BIRTH, BAPTISMAL, MARRIAGE, DEATH OR DIVORCE CERTIFICATES, DRIVER LICENCE  
$53.00 per document (minimum fee)

CHECKING – Per 100 words $30.40 (minimum fee)

URGENCY RATE:

Standard documents take between 7 to 10 days. To receive your translation faster the following charges apply:

24 hour (small jobs) +100% of cost

48 hour (small jobs) +50% of cost

24 or 48 hour turnaround, large jobs Negotiable

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 TEL NO EMAIL POSTAL ADDRESS**

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83-85 Smith Street Darwin NT 0801

DARWIN NT 0800