



CLIENT : _____

ADDRESS : _____

TEL : _____ FAX _____

TYPE OF WORK AND RATES:

250 words/page: please refer to the conditions below

		Ordinary	Rush
A	General (letters-school & college diplomas, administrative civil registry certificates, NBI & police clearances, driving licenses, etc.)	P490.00	P795.00
B	Medical (medical reports & certificates), Trade & Tourism (information brochures), resumé, food ingredient	P545.00	P845.00
C	Technical (instruction - description, patents), Judicial (contracts, affidavits, court decisions, certification of capacity to marry, legal adoption documents, etc.) or Commercial (commercial letters or faxes, LC-bills of lading, advertising documents, etc.), transcript of records, resume	P665.00	P995.00

CONDITIONS

- a. Translations shall refer to the final translated document, typewritten double-spaced on standard size paper counted on the basis of 25 lines or 250 words/page.
- b. Translations consisting of several pages shall be computed according to the total number of translated pages as defined above.
- c. Any document or a part of documents resulting in less than 25 lines translation will be charged as a full page. And as soon page exceeds 250 words, an additional page will be charged.
- d. Translation of General documents not exceeding 1,000 words delivered to Alliance Française de Cebu's office before 12 noon shall ready for pick-up after 12 noon on the fifth following working day (e.g. Monday before 12 noon to Saturday after 12 noon). Technical documents shall be ready for pick-up on the seventh following working day.
- e. For documents exceeding 1,000 words, the Client and Alliance Française shall reach an agreement on the delivery date of the translation.
- f. Rush translation for General documents not exceeding 1,000 words delivered to Alliance Française de Cebu's office before 12 noon shall be ready for pick-up after 4 p.m. on the third following day. However, Technical documents, shall be ready for pick up on the fifth following working day.
- g. Upon signing this agreement, the client shall pay the full amount of the estimated cost.
- h. Payment of the contract price shall not be subject to the prior acceptance of work.
- i. Alliance Française de Cebu is not liable for any loss of documents submitted for translation. Receipt of such document by Alliance Française de Cebu shall not result in a contract of deposit.
- j. Delays may occur due to possible necessity for specialized consultations. In such case, Alliance Française de Cebu shall advise the Client.

WORK ORDER Type of translation: A B C Service: Ordinary Rush Rate: P _____ /page

Estimated number of translated page: Total estimated cost: P Deposit: P

Documents delivered on: at: Translation to be picked up on: after:

signature of A.F. Agent _____

signature of Client _____

WARRANTY: Alliance Française de Cebu Warrants that it shall produce a finished translation in accordance with the generally accepted norm in French translation.

O F F I C I A L U S E O N L Y

Final number of translation pages: _____

Total cost: P _____

Amount deposited _____

Date: _____ O.R. #: _____

Balance due: P _____

Date: _____ O.R. #: _____

Documents received at: _____

on: _____

Translator: _____

(Signature of translator)

Due to translator: _____