Appendix XIV: TS Request Form

Hong Kong Christian Service CHEER
Translation Service (TS) and Proof-reading Service Request Form

Please complete this form together with your agency's chop and your signature to fax (No.:3106 0455) or email (tis-cheer@hkcs.org) at least 14 working days in advance. We will reply you via email within 3 working days.

Information you provide will be disclosed to our assigned interpreters and authorized staff of CHEER for the purpose of following up your request.

Case Reference number: _____ *This number will be issued by CHEER.*	Agency code(If Any):_____ *This code will be assigned by CHEER

Type of Organization: ☐ Education Bureau ☐ Department of Health ☐ Housing Department ☐ Immigration Department ☐ NGO ☐ School ☐ Social Welfare Department ☐ Others: _____

Organization Information: (Compulsory for organizations without Agency Code)
Name: _____ **Unit/ Section:** _____
Address: _____
Tel: _____ **Fax:** _____

Enquirer Information:
Name: _____ **Post:**_____ **Email:** _____
Tel (If different from above):_____ **Fax (If different from above):** _____

Service Requested:

☐ **Translation**   from English (number of English words _____) to
☐ Bahasa Indonesia ☐ Hindi ☐ Nepali ☐ Punjabi ☐ Tagalog ☐ Thai ☐ Urdu

☐ **Proof-reading**   from ☐ Bahasa Indonesia ☐ Hindi ☐ Nepali ☐ Punjabi ☐ Tagalog ☐ Thai ☐ Urdu
(number of EM words _____) to English

Fees & Charges for Government departments, schools, NGOs and public units:
Translation: HK$1.5 per English word per language requested.   (Minimum charge HK$300)
Proof-reading: HK$0.50 per ethnic minority word per language requested.   (Minimum charge HK$100)
Translations done by third parties can be proofread by CHEER. Recommendations for amendments will be marked with ink on the copies. The marked copies with an appendix indicating all suggestions will be sent to the requesters. Subsequent requests for the provision of amendments shall be treated as an additional translation request and will be charged accordingly.

Expected date of completing translation / proofreading*
(Normally CHEER takes at least 14 days to finish one A4 size article, requesters are suggested to consult CHEER before making)

Date _____(DD)/_____(MM)/_____(YY)

Office Use Only
Confirmed ☐ Translation / ☐ Proof-reading   **Service by:**_____   **Total Number of English Word:** _____   **Fee: HK$**_____

I agree that once CHEER has issued a confirmation of translation request no cancellation or change to the original text will be accepted. The agency or department will also be liable to *pay for the agreed translation fees in full.*

Signed by : _____

Name of Officer : _____

Date : _____

**Please send materials to us in the following format:*
➢ Typed on A4 sized paper   ➢ Font style: **Times New Roman**   ➢ Font size **12**   ➢ Spacing: **double- line spacing**

Agency Chop