

Request Form for Interpretation or Translation Service

SCIA Human Resource Bank for Interpreters/Translators

Interpretation • Translation (Circle either service you request)

File No. _____

Client Date of Birth Sex (Circle) Contact Information	Name: _____ (MM/DD/YYYY) ____ / ____ / ____ Male / Female Zip Code: _____ Address: _____ Tel. No. (home) : _____ Cell No.: _____ Fax No.: _____ Email Address: _____
(1) Interpretation Service Expected Time of Service: Place:	Date (MM/DD/YYYY): ____ / ____ / ____ From ____ : ____ (AM • PM) To ____ : ____ (AM • PM) Name of Facility: _____ Address: _____ Parking availability: yes / no *As a rule, interpretation service should be maximum 2 hours, and 2,000 yen should be payable to the interpreter as reimbursement of costs incurred. You as the client need to pay 2,000 yen to the interpreter directly on the day the service was provided.
(2) Translation Service	Volume of Translation: Size of paper: A4 _____ pages Due Date (MM/DD/YYYY): _____ *Due date must be weekdays. *As a rule, translation fee per a page of A4-size is 3,000 yen/page, payable to the translator by the client. Fees may vary depending on the size and contents.
(3) Contents of Translation or Interpretation	Appropriately describe the contents of interpretation or translation you request. e.g.) Translation of regular documents to be submitted to the local government office.
Agreement/Signature	The interpretation/translation services provided by the registrant of human resource bank of SCIA are based on the volunteer spirit; therefore, SCIA and the registrant will assume no responsibility for any trouble, damage or problem which may be caused during or after the service. Any personal information such as phone number exchanged between the client and the registrant must not be used and must be deleted immediately upon completion of the service. I hereby agree to the above statements and submit this form. Signed by: _____ Date: _____
*協会使用蘭	<input type="checkbox"/> 内容確認 <input type="checkbox"/> 希望日時 <input type="checkbox"/> 承認欄記入 <input type="checkbox"/> マッチング連絡 未・済み

対応通訳・翻訳者

受付者印