

Appendix VII: TS and PS Request Form (筆譯/校對服務申請表)

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

Please complete this form together with your agency's chop and your signature and return with documents to be translated by **fax to (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: _____ <i>*This number will be issued by CHEER.</i>	Agency code(If Any): _____ <i>*This code will be assigned by CHEER</i>
Type of Organization: <input type="checkbox"/> Education Bureau <input type="checkbox"/> Department of Health <input type="checkbox"/> Housing Department <input type="checkbox"/> Immigration Department <input type="checkbox"/> NGO <input type="checkbox"/> School <input type="checkbox"/> Social Welfare Department <input type="checkbox"/> 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: <input type="checkbox"/> Translation from English (number of English word _____) to <input type="checkbox"/> Bahasa Indonesia <input type="checkbox"/> Hindi <input type="checkbox"/> Nepali <input type="checkbox"/> Punjabi <input type="checkbox"/> Tagalog <input type="checkbox"/> Thai <input type="checkbox"/> Urdu <input type="checkbox"/> Vietnamese <input type="checkbox"/> Proof-reading from <input type="checkbox"/> Bahasa Indonesia <input type="checkbox"/> Hindi <input type="checkbox"/> Nepali <input type="checkbox"/> Punjabi <input type="checkbox"/> Tagalog <input type="checkbox"/> Thai <input type="checkbox"/> Urdu <input type="checkbox"/> Vietnamese (number of EM words` _____) to English	
Fees & Charges for Government Departments (Fees are waived- For NGOs and Schools) Translation : HK\$1.5 per English word per language requested. (Minimum charge HK\$300) Proof-reading : HK\$0.5 per ethnic minority word per language requested. (Minimum charge HK\$100) Translations done by third parties can be proof-read 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 / Proof-reading* (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 <input type="checkbox"/> Translation / <input type="checkbox"/> Proof-reading Total Number of English / EM Word: _____ Service by: _____ 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 : _____

Agency Chop:

Format of materials: <ul style="list-style-type: none">➤ Typed on A4 sized paper➤ Font style: Times New Roman➤ Font size 12➤ Spacing: double - line spacing	*Fees are waived- For NGOs and all non- profit-making kindergartens, primary and secondary schools, colleges as listed in the EBD. Eligible materials for translation or proof reading services are mainly information that promote EM's access to public service/ service information, such as a brief introduction to services of a Centre.
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