



Società Dante Alighieri
Comitato di Manila

SOCIETA' DANTE ALIGHIERI COMITATO MANILA
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Control No: _____

TRANSLATION AGREEMENT

NAME: _____ ADDRESS: _____

CONTACT # _____ EMAIL: _____

COMPANY: _____ ADDRESS: _____

CONTACT # _____ EMAIL: _____

TYPE OF DOCUMENT		Rush (3 days)	Overnight	Same day	TOTAL
NBI / LTO ID		350 []	500 []	700 []	
CIVIL REGISTRY (NSO documents) MC, BC, CENOBIRTH, CENOMAR, Report of Birth, Report of Death, Report of Marriage, Death Certificates, Advisory of MC (ALL NSO/PSA generated)		650 []	800 []	1000 []	
	Regular (5 days)	Rush (3 days)	Overnight	Same day	TOTAL
ID (PRC ID & Italian "ATM" type ID)	450 []	500 []	600 []	650 []	
GENERAL: Form 137*, Form 138*, Affidavits*, SPA* Contratto di lavoro*, Contratto di Soggiorno* , Italian driver's licenses (libretto), Italian school records* EMS payslips, RTC Certifications, Police Report* , Letters* , school and college diplomas, administrative, police clearance* , driving licenses, etc. Immunization records, Board of Nursing/ Midwifery Results, Medical certificates*	800 []	850 []	1100 []	1200 []	
Technical 2: Transcript of Records, Contracts, Court Affidavits, Court Decisions, Certification of Capacity to Marry, legal Adoption Documents, Legal Letters or Faxes Medical Reports, Clinical Report, Medical Literature, Instructions, Patents, Description, Information, Brochures, Food Ingredients	1000 []	1200 []	1400 []	1600 []	

***These documents may at times be classified as Technical**

TERMS & CONDITIONS:

- Translations refer to the final translated document and are counted on the basis of 250-words/ page. (Except for diplomas, civil registry documents, NBI and police clearances, driving licenses, etc., which are computed on a per input-page basis).
- Translations consisting of several pages shall be computed according to the total number of pages as stated above.
- Any document or part of documents resulting in less than 250 words translation will be charged as a full page. As soon as page exceeds 250 words, an additional page will be counted.
- For documents exceeding 1,000 words the Client and Società Dante Alighieri shall reach an agreement on the delivery date of the translation.
- 50% down payment is required once the contract is finalized. This is based on the total number of input pages (number of pages to be translated).
- If during the performance of the service, the Client orders a suspension of the service, and pre-terminates the agreement, the 50% deposit shall be forfeited by way of penalty and/or liquidated damages. In the event that the Client should pull out the finished translation, he/she shall be obliged to pay the remaining balance of 50%. **In the event that the Client should pull out "same day" translations, he shall not be refunded for any amount paid and shall be obliged to pay the full amount.**
- Delays may occur due to possible necessity for specialized consultations. In such case, Società Dante Alighieri shall inform the Client.
- During declared holidays, Società Dante Alighieri shall not entertain any emergency whatsoever.**
- Soft copies of a translated document shall be saved among Società Dante Alighieri 's files for a period of six months (6) only. Any document requiring editing, reprinting, etc., beyond this period will need to be re-translated.**

GUARANTEE

Società Dante Alighieri guarantees that it shall produce a finished translation in conformity with the generally accepted norm in Italian translation.
The Customer however concedes that translation is not an exact science and the final translation may consequently differ from other acceptable translations.

Customer Signature : _____

Contract Date : _____

FOR SDA USE ONLY:

Type of translation: (General, etc.)	Service: (Regular/ Rush/ Other)	Rate: P / page	Total no. of input pages:
Total estimated cost: P	Deposit: P	Pick up date:	Total no. of output pages.
Balance P		Remarks: (if any)	

Received By: _____

