**TRANSLATION REQUEST FORM**

**Language Translation Policies**

1. The language translation services of Usbong generally include:
   1. Japanese 🡪 Filipino/English
   2. Filipino/English 🡪 Japanese
   3. Mandarin Chinese (Simplified/Traditional)🡪 English/Filipino
   4. English/Filipino 🡪 Mandarin Chinese (Simplified/Traditional)
   5. Spanish 🡪 Filipino/English
   6. Filipino/English 🡪 Spanish
   7. English 🡪 Filipino
   8. Filipino 🡪 English
2. Languages not included in this list may be added upon request.
3. Price quotation will depend on the document length, subject matter, and mode of delivery for the final output. In general, it is 500PHP per page (without shipping). Please allow 1 to 3 business days for us to respond with a quotation.
4. The client must submit the final version of the document. Changes and/or additions to the original will not be accepted while the translation is in-progress.
5. The final output shall be a PDF file that approximately follows the design of the original.
6. The client shall be notified after the translation has been completed and the final output shall be sent to the client’s email address and/or billing address (grayscale printout).
7. A 60% downpayment shall be paid prior to the start of the service. After receiving the final translated output, the client must pay the remaining balance within 2 business days.

For further inquiries, you may write us an email at [help@usbong.ph](mailto:help@usbong.ph).

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| **PROJECT DETAILS** | | | | | |
| Type of Translation | |  |  |  | | --- | --- | --- | |  | 🡪 |  | | Example: |  |  | | Japanese | 🡪 | English | | Mandarin (Simplified) | 🡪 | Filipino | | | | | |
| Kindly identify the nature of the document  *Check all that apply* | □ Personal □ Commercial and Trade □ Legal documents and contracts □ Medical  □ Technical/Engineering □ Scientific □ Tourism □ News □ Educational  □ Others: | | | | |
| Date Requested |  | | Date Needed | |  |
| **CLIENT INFORMATION** | | | | | |
| Name |  | | | | |
| Company or Organization |  | | | | |
| Telephone |  | Fax | | Mobile | |
| Email Address |  | | | | |
| Billing Address |  | | | | |

Kindly submit this form, together with the materials to be translated to [help@usbong.ph](mailto:help@usbong.ph). Please allow us 1 to 3 business days to respond to your request.