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### APPLICANT'S DETAILS

NAME : \_\_\_\_\_  
DEPARTMENT/PTJ : \_\_\_\_\_  
E-MAIL : \_\_\_\_\_  
STAFF NO. : \_\_\_\_\_  
TELEPHONE NO. : \_\_\_\_\_

### SERVICES REQUIRED

	EDITING
	TRANSLATION

### TITLE OF TEXT

\_\_\_\_\_

\_\_\_\_\_

### Conditions:

- i. All texts given must be in a **double spaced, size 12 Times New Roman** or **Arial** font in .txt/ .doc/ .docx formats
- ii. The Translation and Language Service Unit (UTPB) will not be responsible for the formatting and layout of the document being translated and/or edited before printing.
- iii. The UTPB will not be responsible for correcting any errors (inaccuracy/information gaps) and invalid information in the document during the translation and/or editing process.
- iv. Extra charges will be incurred for any urgent services required.
- v. The client must pay a 50% payment upon signing the agreement form.

<input type="checkbox"/>	I have read and agree with the conditions, guideline and the charges set by the UTPB
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Applicant's Signature :

Date :

**FOR OFFICE USE**

**PAYMENT DUE:**

Number of words x RM = RM

6% GST = RM

**TOTAL = RM**

Accepted by:

Name	..... (Translator)	..... (Editor)
Acceptance Date		
Signature		

Diserahkan oleh:

Name	..... (Translator)	..... (Editor)
Acceptance Date		
Signature		