



# Translation Request Form

*Asian/American Center at Queens College*

All information must be provided for request to be processed (Please type or print)

## Organization Information

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Document Information (One Document Per Request Form)

Title: \_\_\_\_\_

Purpose: \_\_\_\_\_

# of pages: \_\_\_\_\_

Printing Plan: \_\_\_\_\_

Distribution Plan: \_\_\_\_\_

The size of population that the translated document will serve: \_\_\_\_\_

Needed by (Date): \_\_\_\_\_ Expected Distribution Date: \_\_\_\_\_

File Format Needed (Please check only one):  Hard Copy (Document)  Digital Copy (CD)

Languages Needed:  Chinese  Korean  Spanish

## Agreement

1. The applicant is a non-profit organization, a government agency, or a community group and fully intends to print and distribute the translated material to the public.
2. We agree to send to the Asian/American Center an original copy of the translated document after it is printed.
3. The translated work shall include the following credit line: "Translated by the Asian/American Center of Queens College."
4. Each document should be no longer than 10 typed pages. Lengthier material is subject to approval. No alterations are permitted on any translated work including digital files.
5. It will not be processed without a signature on this request form and may take 4 to 6 weeks for processing.
6. We reserve the right to decline any translation that does not meet our guidelines.

Sign Here: Name / Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For Office Use

Accepted / Denied by: \_\_\_\_\_ H. Wu (Asian American Center) Date: \_\_\_\_\_