



## **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:
	<b>Document Information (One Document Per Request Form)</b>
Title:	
Purpose:	
# of pages:	
Printing Plan:	
The size of population that the translated document will serve:	
Have you used our ser	vice before: Yes No If yes: MM / YYYY
Needed by (Date):	Expected Distribution Date:
File Format Needed (F	lease check only one):   Hard Copy (Document)   Digital Copy (CD)
Languages Needed:	☐ Chinese ☐ Korean ☐ Spanish
	Agreement
	is a non-profit organization, a government agency, or a community group and fully intends to
•	ibute the translated material to the public.  end 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 Colle 4 Each docume	ge."  It should be no longer than 10 typed pages. Lengthier material is subject to approval. No
	permitted on any translated work including digital files.
·	processed without a signature on this request form and may take 4 to 6 weeks for processing.
	e right to decline any translation that does not meet our guidelines.
	Title:
Signature:	Date:
	For Office Use
Accepted / Denied by	— H. Wu (Asian American Center) Date: —