**Translation Request Form**

**Please carefully read and accept the "Terms and Conditions for Translation and Interpretation Requests" (posted on our website) before making a request.**

|  |  |  |
| --- | --- | --- |
| **Date of application** | **(DD/MM/YYYY)** | |
| **Name** |  | |
| **(Name of organization)** |  | |
| **Address** | **〒** | |
| **Contact details** | **TEL** | **FAX** |
| **E-mail** | |

**■Translation request**

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| --- | --- | --- |
| **Language** | **🡪** | |
| **Word/character limit** |  | |
| **Details** | **(Please also indicate what the translation will be used for)** | |
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| **Desired deadline** |  | |
| **Monetary reward** | **Yes (￥　　　　　　　)** | **None** |
| **Method of payment** | **Please also indicate whether you require a My Number (national identification number)** | |
| **Method of reception of the finished translation** |  | |
| **□**  **（check this box ☑）** | **I confirm that I have read, understand and agree to the "Terms and Conditions for Translation and Interpretation Requests".** | |

**※Please send this form to our association via e-mail or fax. If applicable, please attach any relevant documents describing your request as well as reference material for the volunteer.**

**※We may be unable to find an available volunteer for your particular request. Please note that we may not be able to accept requests with content that is not directly related to foreign residents or that requires a high degree of specialization. We do not accept requests of translations of a commercial nature.**

* For applications or inquiries, please contact :

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