**Interpretation/Translation Request Form**

Attn: Chairman of the Saga Prefecture International Relations Association

Date:　　　　　　　　　　　(YYYY-MM-DD)

Information of person filing the request

|  |  |
| --- | --- |
| KatakanaName |  |
| Corporation/company name |  |
| Address | 〒 |
| Contact information | Tel. | E-mail |

Content of the request

|  |  |
| --- | --- |
| Type of request | [ ] 　Interpretation　　　　　　　　　[ ] 　Translation |
| Name of project |  |
| Content of the request |  |
| Interpretation | Language | 　　⇔　　　　　　　　　（　　　　　　）people |
| Date and time of activity | 　　　　　　　　　　(YYYY-MM-DD)　　　:　　　～　　:　　 |
| Location | Name of facility |  |
| Address |  |
| Tel. |  |
| Remuneration/compensation of transportation fees | Remuneration　　[ ] Yes　（￥　　　　　　）　　　　[ ] NoCompensation of transportation fees[ ] Yes　（￥　　　　　　）　　　　[ ] NoMethod of payment　[ ]  Cash　[ ]  Bank transfer　[ ]  Other（　　　　）My Number 　[ ]  Required　　[ ]  Not required |
| Translation | Language/word count | 　　　　　　　→　　　　　　　　（　　　　　　　）characters/words |
| Deadline | 　　　　　　　　　　(YYYY-MM-DD) |
| Remuneration | Remuneration　　[ ] Yes　（￥　　　　　　）　　　　[ ] NoMethod of payment　[ ]  Cash　[ ]  Bank transfer　[ ]  Other（　　　　）My Number 　[ ]  Required　　[ ]  Not required |
| Method of delivery | [ ]  E-mail　　[ ]  In-person-delivery　　[ ]  Delivery via postal service　[ ]  Other（　　　　　　　　） |
| Other specifics |  |

 P.T.O.

≪Interpretation≫

Please attach any reference material, such as an outline of the project/event

≪Translation≫

Please attach the document to be translated.

Note that the provided documents shall not be returned, so please refrain from submitting any originals.

For applications or inquiries

**Saga Prefecture International Relations Association**

**TEL 0952-25-7921 　 　FAX 0952-26-2055　　E-mail** info@spira.or.jp