

Issue Date: \_\_\_\_\_ year \_\_\_\_\_ month \_\_\_\_\_ day

Translation Request Form

I request for a translation for the following information below.

Document title to be translated (attached) : \_\_\_\_\_

Purpose of Use/Place to submit : \_\_\_\_\_

Sending Options: E-mail to kcc@kira-kira.jp, Fax to 04-7165-7321, or  
Postal mail to Palette Kashiwa, 1-7-1-301 Kashiwa, Kashiwa City, Chiba 277-0005  
NPO Kashiwa International Relations Association Office (Phone: 04-7157-0281)

Languages of the translation : From \_\_\_\_\_ to \_\_\_\_\_

What is preferred delivery method of the translated documents?

- ① E-mail ② Fax ③ Postal mail ④ Other ( \_\_\_\_\_ )

Do you need the original document returned? Yes / No

(Note) If you need the original document to be returned via postal mail, you must pay for the extra postage fee.

Layout requests for the translated document (refer to the layout example):

- Do you need KIRA's letterhead? ..... Yes / No
- Do you need a translation certification (w/ translator's name, KIRA info) ..... Yes / No
  - Signature by the translator ..... Yes / No
  - Seal of KIRA ..... Yes / No
- If you have any questions or comments, please write them on the lines below.

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Please print the names described on the document in katakana and/or alphabet:

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Note:

1. When we accept your request, we will send you a quotation (including fees and estimated delivery date), after checking the content of the document.
2. When we are unable to accept your request, we will inform you the reason why.
3. We will start the translation process after the payment is confirmed. It could take around 14 days to return the translated document to you. The estimated delivery date can be found on the quotation.

**Name** \_\_\_\_\_ **Nationality** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone/Fax** \_\_\_\_\_ **E-mail** \_\_\_\_\_