

Translation Agreement



FILL IN THE FORM USING BLACK OR BLUE BALLPOINT PEN. USE CAPITAL LETTERS AND TICK WHERE APPLICABLE.

This is an agreement between **Bangladesh Foreign Language Club** and **BDFLC ID** _____

Fields in red are mandatory

BDFLC Client ID

Full name: _____

Address: _____

Mobile: _____ **E-mail:** _____

Type of document: ☐ Type A: Certificates (social/academic) ☐ Type B: Non-technical ☐ Type C: Technical

Source and target language: From ☐ French ☐ Italian ☐ Spanish ☐ German ☐ English ☐ Bangla

TO

☐ French ☐ Italian ☐ Spanish ☐ German ☐ English ☐ Bangla

Translation to be used for: ☐ French Embassy ☐ Others (Official) ☐ Private

Type of delivery: ☐ Ordinary: 5–10 working days ☐ Express: 5 working days (provided the service is available)

The date of delivery is counted from the day of submission of the *proof of payment*

Rates per page: One page is 200 words	Type of document	Ordinary delivery	Express delivery
	Type A Certificates (social/academic)	BDT 500 per page	BDT 1,000 per page
	Type B Non-technical	BDT 800 per page	BDT 1,600 per page
	Type C Technical/legal/special	BDT 1200 per page	n/a

Terms and conditions:

- The final cost will be calculated based on the translated document composed on A4 paper, each page consisting of 200 words.
- Every 200 words of the translated document will be counted as one page. If a translated document has less than 200 words, it will be counted as one page. Likewise, any excess of the 200 words per page limit will be counted as an additional page.
- As the actual calculation of pages is done on the text translated by the translator, the final cost may differ from the initial estimation.
- Any document that seems incorrect or unclear may not be accepted for translation.
- Full payment in advance is required at the time of documents submission to start the translation process. Once the translation is completed, additional charges may occur if the number of pages exceeds the initial estimation.
- Bangladesh Foreign Language Club translates only the document submitted by the client and cannot vouch for the authenticity of the document.
- A soft copy of the translated document will be archived for one year unless immediate deletion is requested. Any translated documents requiring editing and reprinting beyond this period will need to be retranslated.

Due to unavoidable circumstances and excessive demand for translation work, BDFLC is unable to provide a specific date for the collection of the translated documents till further notice. Once the translation is ready for collection, BDFLC will inform the client via email.

I have read and understood the terms and conditions, and I accept them. _____

Signature over printed name

For office use only:	Type of document	Estimated pages	Estimated cost
	Type A Certificates (social/academic)	_____	_____
	Type B Non-technical	_____	_____
	Type C Technical	_____	_____

Processed by: _____ Date: _____

Translated by: _____ Date: _____

Total cost:

Received by: _____ Date: _____

Billing number: _____