

DATE

! PLEASE COMPLETE THIS FORM USING EITHER A BLACK OR BLUE PEN IN CAPITAL LETTERS

 ENTRY NO. _____

Agreement of Interpretation (ONE FORM PER INTERPRETER IS REQUIRED)

Between Alliance Française de Dhaka and-

Full Name _____

Address _____

Landline _____ Mobile _____

Details of Required Service (DAYS AND HOURS)

DATE	VENUE	HOURS	TOTAL HOURS	TOTAL CHARGE IN BDT
DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/>				
DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/>				
DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/>				

For Office Use Only

DATE RECEIVED	AMOUNT IN BDT	RECEIPT NO.	SIGNATURE OF THE AUTHORIZED PERSONNEL
DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/>			
DD MM YYYY <input type="text"/> <input type="text"/> <input type="text"/>			

Rates of Available Services

- BDT 2,500 per hour inside Dhaka city.
- BDT 3,000 per hour outside Dhaka. Client provides transport, accommodation and meal for the interpreter.
- BDT 4,500 per hour for on-the-spot professional interpretation (applicable for meeting/conference).

Terms and Conditions

- Written information on the topic of expected service must be submitted 7 working days in advance (applicable for on-the-spot professional interpretation).
- Written itinerary/plan/schedule indicating duration of the expected services must be submitted before finalizing the contract.
- Profile of the organization/clientèle must be submitted in advance.
- The service is available for a minimum duration of 2 hours.
- The service hours will be calculated from the time of meeting the official representative of the client on the scheduled time.
- The service needs to be confirmed at least 10 working days in advance by depositing 70% of the estimated charge.

INTERPRETATION CONDUCTED BY _____ RECEIVED BY _____

 DATE