

Translation Agreement



Alliance Française
Dhaka

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

This is an agreement between Alliance Française de Dhaka and AFD ID _____

Fields in red are mandatory

Alliance 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 English Bangla to French 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 1,650 per page	BDT 2,800 per page
	Type B Non-technical	BDT 1,850 per page	BDT 3,150 per page
	Type C Technical/legal/special	BDT 3,100 per page	n/a

Terms and conditions:

- 1 The final cost will be calculated based on the translated document composed on A4 paper, each page consisting of 200 words.
- 2 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.
- 3 As the actual calculation of pages is done on the text translated by the translator, the final cost may differ from the initial estimation.
- 4 Any document that seems incorrect or unclear may not be accepted for translation.
- 5 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.
- 6 Alliance Française de Dhaka translates only the document submitted by the client and cannot vouch for the authenticity of the document.
- 7 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, AFD is unable to provide a specific date for the collection of the translated documents till further notice. Once the translation is ready for collection, AFD 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: _____