

1) Please write the client's name in English as shown in their passport:

First Name: _____ Middle: _____ Family Name: _____

Address (NZ): _____

Mobile for contact person: _____ Email: _____

2) What sort of documents are you giving us?

Academic certs Personal documents Qualifications Business documents

Driver Licences only What city was the DL issued in? _____

Date of birth? _____ City of birth? _____

Gender: Male Female (Required by Land Transport Safety Authority) Korean DL → Official

How many original pages? _____ (front and back is 2 pages)

3) Translation languages: From _____ to _____

4) What do you need the translation for?

Land Transport (AA) NZQA Immigration Police/Court
 Education Provider IRD Other? _____

5) HOW did you hear about us?

Search (Google) Rental car Agency /i-Site Newspaper/Magazine
 YellowPages Friend Return customer? _____

Amount :\$

6) Super Express (**DL only** – 1-2 hours) Express (**DL Only** – 4-hours)

Express 24-hours (3pm cut off) Regular service (4 days)

7) Payment: Cash Credit card PayPal POLi Bank transfer

8) Translation centre: AKL ROS MAN TRG ROT

PNT NPL HAM WEL

CHC UPR QZN DUN

Please call first to check before picking up. I have read and agree to the Terms & Conditions of this agreement as stated below.

Client or Representative signature _____ Date _____

TERMS & CONDITIONS

Upon signing this agreement I agree to the following terms and conditions. Transnational (NZ) Limited will treat all information as strictly confidential. All copies of original documents will be treated as true and correct. The Company will not be held liable for incorrect, falsified, insufficient or misleading information or documentation provided by any client, agency or translation rendered by the company. The Company is not responsible for the loss of or damage to any original documents copied by or posted to or from the Company.

Police clearances and certificates under 100 words in English are charged at \$49.00 (regular), \$69.00 (express), \$89.00 (super express). All other documents are charged at \$37.50 per 100 words in English or part thereof plus GST. The Express charge for all other documents is an additional 40% of the regular charge. Minimum charge for any document is \$49.00. All prices include GST unless stated otherwise. Cancellation of any part of contracted work to Transnational (NZ) Limited will result in a 50% charge of the total cost due. All payments are to be made before or upon delivery of the translation by cash, bank transfer, EFTPOS, PayPal or credit card. Credit card and PayPal payments over \$100.00 incur a 3.0% processing fee.

DUE _____ [time / date]

CLIENT sign off as picked up (counter clients only): _____ [date /signature]