



INTERPRETATION REQUEST FORM

Language Interpretation Policies

1. The language interpretation service of the Confucius Institute at the Ateneo de Manila University is generally consecutive Mandarin Chinese to English/English to Mandarin Chinese interpretation only.
2. The client will be charged per hour. Hourly rate will depend on the subject matter. A fraction of an hour is considered one full hour.
3. Interpreters may only serve a maximum of 8 working hours per day. Additional hours may be subject to an overtime rate.
4. At least 36 hours before the start of the interpretation, the client shall provide materials that will allow our interpreter to thoroughly understand the project.
5. For interpretations outside of Metro Manila, the client must provide roundtrip transportation and, if necessary, accommodation.

For further inquiries, you may call us at (632) 894-4513, or write us an email at info@ateneoconfucius.com.

PROJECT DETAILS			
Type of Interpretation <i>Check all that applies</i>	A) <input type="checkbox"/> Consecutive <input type="checkbox"/> Simultaneous (Not available) B) <input type="checkbox"/> interpreter can also speak Filipino <input type="checkbox"/> interpreter can also speak Hokkien Consecutive and speak Filipino		
Kindly describe the nature of the project	(you may attach additional documents if necessary)		
Date			
Time			
Venue/s			
Other Preferences			
CLIENT INFORMATION			
Name			
Company or Institution			
Telephone		Fax	Mobile
E-mail Address			Cellphone
Billing Address			

Kindly submit this form to info@ateneoconfucius.com. Please give us 1 to 2 business days to respond to your request.