# *Translation Program*

*A Partnership of Queens Borough President Helen M. Marshall and the Asian/American Center at Queens College*

# Translation Request Form

**All information must be provided for request to be processed.**

**Organization Information**

Organization Name: _____

Address: _____

_____

Contact Person: _____

Phone #: _____ Fax: _____ E-mail: _____

**Document Information (One Document Per Request Form)**

Title: _____

Purpose: _____

Printing Plan: _____

Distribution Plan: _____

_____

Needed by (date) _____ Expected Distribution Date: _____

File Format Needed (Please check only one): □ Hard Copy (Document) □ Digital Copy (CD)

Languages Needed (rank in order of priority):

_____ Chinese _____ Korean _____ Spanish

**Agreement**

1. The applicant is a non-profit organization, a government agency, or a community group and fully intends to print and distribute the translated material to the public.
2. We agree to send to the Asian/American Center an original copy of the translated document after it's printed.
3. The translated work shall include the following credit line: "Translated by the Asian/American Center of Queens College with funds provided by the Queens Borough President's Office".
4. Each document should be no longer than 4 typed pages. No alterations are permitted on any translated work including digital files.
5. It will not be processed without a signature on this request form and may take 4 to 6 weeks for processing.
6. We reserve the right to decline any translation that does not meet our guidelines.

**SIGN HERE:** Name/Title _____ Signature _____

**For Office Use**

Accepted / Denied by: _____ S. Tanenbaum (Queens Borough President Office) **Date:** _____

_____ H. Wu (Asian American Center) **Date:** _____

Send the completed form and document(s) to be translated to Susie Tanenbaum, Queens Borough President's Office, 120-55 Queens Boulevard, Room 220 Kew Gardens, NY 11424

For more information call the Asian/American Center at 718-997-3050