



Translation Program

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

Translation Request Form

Organization Information

Organization Name: _____
 Address: _____

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

Document Information

Title: _____
 Purpose: _____
 Printing/Distribution Plan: _____
 Needed by (date): _____
 Expected Distribution Date: _____

File Format Needed (check 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 / or distribute the translated material to the public.
2. 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".
3. No alterations are permitted on any translated work including digital files.
4. Each document should be no longer than 4 typed pages. Your request will not be processed without a signature and may take 4 to 6 weeks for processing.
5. 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's 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 1-718-997-3050.