**Translation Requisition Form**

**Regulatory Compliance Unit, RIHES**

Job Received Date: …………………………………Requested Completion Date: …………………………………

1. Client Name: …………………………………………………………………………………..………………………………

2. Telephone Number: ………………………………….. Email: …………………………………………………………

3. Project: 1. □ NIH project……………….

🌕 ACTG…………….. 🌕 IMPAACT………………..

🌕 MTN……….…….. 🌕 HPTN……………………..

2.□ Non NIH project (RIHES)…………………………………………………...

3.□ Fac. of Medicine…………………………………...……………………..….

4.□ Others….…………….…………………………….……………………...……

4. Job Description: ……………………………………….……….……………… Number of Page(s) …………

5. Type of Service: □ Translation 🌕 Thai to English 🌕 English to Thai

□ Back translation 🌕 Thai to English

□ Editing 🌕 Thai 🌕 English

*\*Please Send the word file (\*.doc or .docx) to* [*boonlure@rihes.org*](mailto:boonlure@rihes.org)

6. Job Delivery by: □ E-mail □ Self Pick Up

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***RCU Staff Only*** *Job No. …………..……*

*Translator………………………….……………… Completion Date…………………………………………*

*Service Fee Translation……….…..Page(s) x ……..Baht/Page =………..……..Baht*

*Back translation……..Page(s) x ……..Baht/Page =……….……..Baht*

*Editing……………..…..Page(s) x ……..Baht/Page =……………..Baht*

*Total………..……… Baht*

***Financial Staff Only*** *Payment date…………………….…………..…Receipt No………….………*