

SERVICE AGREEMENT☐ **QUOTE request?**Auckland / Otaguru
Tauranga / New Plymouth
Wellington / Christchurch / Dunedin**Toll free 0800 000 339**1) This document will be scanned and emailed. Please write names clearly in English as shown in the passport:

First Name: _____ Middle: _____ Family Name: _____

Address (NZ): _____

Mobile phone: _____ 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 NZTA)

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) ☐ i-Site / Agent ☐ Branch office
☐ Family/ Friend ☐ Return customer? ☐ Other? _____6) ☐ Super Express (DL only – 2 hours) ☐ Express (24-hours) ☐ Regular service (4 working days)7) Payment: ☐ Credit card (over the phone) ☐ PayPal ☐ POLi online
☐ Credit card (eWay online) ☐ Bank transfer8) Translation centre: ☐ EXC * We require payment in advance before we can start * Daily cut-off is 3:00pm for 24-hour service9) Pick up: ☐ PDF Only ☐ from Office ☐ Post (Normal \$2.00, NZ Courier \$8.00, Rural \$12.00)*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 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.

Driver licence translations are charged at \$59.00 for regular service, \$69.00 for express service and \$89.00 for super express service. The minimum charge for all other documents is \$59.00 for regular service and \$79.00 for express service. Longer documents will be quoted on a word count basis. All prices include GST unless stated otherwise. Cancellation within the same day of any part of contracted work to Transnational (NZ) Limited will result in a 50% charge of the total cost due, otherwise no refunds shall apply, and no translation provided. All payments are to be made before commencement by cash, bank transfer, EFTPOS, PayPal, eWay or credit card. Credit card, eWay and PayPal payments incur a **3.0% processing fee**.

DUE _____ [time / date]

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