



APPLICANT'S DETAILS

NAME : _____
 PROGRAMME : _____ MATRIC/STAFF NO.: _____
 SCHOOL/ DEPT.: _____ MOBILE/ OFFICE NO.: _____
 EMAIL : _____

SUPERVISOR'S DETAILS

NAME : _____ OFFICE NO.: _____
 EMAIL : _____ MOBILE NO.: _____

SERVICE(S)

EDITING : _____ (_____ words) / _____ (_____ words)

TRANSLATION : Original: _____ (_____ words) to _____

Document title:

TERMS AND CONDITIONS:

By signing this form, I agree to abide the following:

- i. I understand that the editor is not responsible for the content of material(s).
- ii. I am aware that the editing and/or translation process will take a **MINIMUM of 7 working days** for each material submitted.
- iii. I am submitting my work for editing and/or translation after it has been approved by my supervisor. ** if applicable*
- iv. I agree that any **amendments or cancellation** must be done **within 24 hours** from the submission date or I will pay any charges that are imposed on me.
- v. I agree to clear all fees levied on my services according to the conditions set by the Professional Development Unit before I am able to collect my edited and/or translated material(s).
- vi. I agree that all follow up matters will be done through email.

[\(editorslcp@uum.edu.my\)](mailto:editorslcp@uum.edu.my)

Applicant's
Signature: _____

Date : _____

FOR OFFICE USE ONLY

Editor / Translator 1 : _____
 Date sent : _____
 Date received : _____
 Editor / Translator 2 : _____
 Date sent : _____
 Date received : _____

CHARGES:

_____ words x RM = RM
 _____ words x RM = RM
 Express Rate (Extra 30%) = RM
 Rounding = RM

GRAND TOTAL = RM