### Application to use SiTa Translation Service

Director,  
NLP Centre,  
University of Moratuwa.

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| Name of Institution: |  | | |
| Contact Persons |  |  |  |
| Name | Designation | e-Mail | Telephone |
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We wish to use the SiTa translation service provided by you, and accept the *Terms and Conditions* below. We agree to make prompt payment for translations and other services.

Sincerely,

Signature

Name:

Designation:

e-Mail:

Telephone:

### **Procedure, Terms and Conditions of the** SiTa Translation Service

1. This service is for the translation of *official* documents, including circulars, reports and letters. Brochures, novels, etc. are not accepted.
2. Translations are on a *best effort* basis. While we endeavour to achieve accuracy, it is inevitable that some errors may occur in translation. You agree that SiTa will not be held responsible for any inadvertent errors in translation. In any case, SiTa will not be responsible for any ambiguities or nuances in the source document which may not appear in the translation. The maximum liability of SiTa will be the amount paid for the translation, and you agree not to hold SiTa liable for any damages, including consequential damages.
3. All source documents must be in digital Unicode format, and sent by e-mail to [s](mailto:translation@sita.lk)itasubmit@uom.lk . Source documents should be free of errors and consist of text only. All translations are subject to acceptance by SiTa. Documents with errors, long sentences, technical, uncommon or foreign words may not be accepted for translation, or we may require a glossary of such words and their translations.
4. All non-text items, including images, graphs and tables, will be removed before translation. The translated document will consist only of text. You should re-insert other items into the translation if required. We do not guarantee that text formatting will be maintained in the translation.
5. Each submitted document will be reviewed by SiTa, and if accepted, a quotation will be sent by e-mail, based on the following rates:
   * for translation from one language to another – Rs. 5.00 per word with a minimum of Rs, 1,200 per request. Our service includes both translation and review, and the charges are for both services in accordance with the Public Administration circulars.
   * for translation from one language to two others – Rs. 10.00 per word with a minimum of Rs, 1,200 per request.
6. You may accept the quotation by sending an e-mail from one of the contact persons given in the application, accepting the quotation. You agree that such e-mail acceptance is a valid acceptance of the quotation, and that you agree to pay the amount due when the translation is completed.

Advance payment in full is required for documents over 5000 words, where non-payment or delays in payment have occurred, or for any other reason.

1. While we will endeavour to provide translations promptly, we cannot guarantee that any translation will be completed by any given date.
2. Translations will be forwarded by e-mail together with an invoice if any payment is due. You agree to accept the e-invoice as valid, and to make payment against the e-invoice.
3. Invoices should be paid within 7 days. Cheques should be made in favour of “University of Moratuwa” and sent/delivered to

Director,  
NLP Centre,  
University of Moratuwa  
Moratuwa 10400

Direct deposit instructions will be provided on request.