

Date :        /        / 2022

Exhibitor name

Booth No.

Address

Country / region

Contact (  Mr./ Ms.)

E-mail

Tel

Fax

Web

Category	Language *	Linguistic ability	Charge per day (tax excluded)	Number of people	Required days (Please tick <input checked="" type="checkbox"/> )	Remarks
Receptionist	J - E	Basic conversation	JPY 20,000		<input type="checkbox"/> 27 <input type="checkbox"/> 28 Sep	
Interpreter	J - E	Business negotiation	JPY 29,000		<input type="checkbox"/> 27 <input type="checkbox"/> 28 Sep	
	J - C	Business negotiation	JPY 31,000		<input type="checkbox"/> 27 <input type="checkbox"/> 28 Sep	
	J - F / G / S / K	Business negotiation	JPY 41,000		<input type="checkbox"/> 27 <input type="checkbox"/> 28 Sep	

\* J= Japanese, E= English, C= Chinese, F= French, G= German, S= Spanish, K= Korean

\* Meal cost and transportation expenses are included in the above fees (tax excluded).

### Payment:                      Credit Card (Online)

When we receive a request form from you, we will send you a quotation and a confirmation of order. Please sign the confirmation of order and return it to us.

On Thursday, September 16, we will contact you to make a final confirmation whether or not there is any change of your request. After that we will send you an invoice via online so please process your payment online by credit card by September 22.

\* In case your request is cancelled after the payment is made, the refund will be made via bank transfer on a later date based on our cancellation policy, but a handling charge of JPY5,500 will be deducted from the refund amount.

\* For a credit card payment, there may be a case for some foreign exchange fees for payment by Japanese yen depending on the credit card you use. For such a case, we ask our clients to bear such fees.

\* If it is difficult to make the credit card payment, we may accept consultation for a bank transfer.

### Cancellation fee:

In case of cancellation, a written notification should be required.

4 – 7 business day before                      30% of the estimated fee

2 – 3 business day before                      50% of the estimated fee

On The day and the day before              100% of the estimated fee

\* Any cancellation / changes being informed via e-mail after 17:00, Japan time, will be processed on the next working day.

Send this form to:	iris link Attn: Ms. Fuchigami Tel. + 81-90-8443-5079 E-mail. <a href="mailto:michiko.fuchigami@iris-link.jp">michiko.fuchigami@iris-link.jp</a>
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