

# Application Form for NCKU FLC English Proofreading Service

Please read the Regulations Governing the Proofreading Service ([Link](#)) before filling this form

Receipt Title	Tax ID No.	Current Affiliation	Contact Information	Corresponding Author
			1. Name: 2. Phone No.: 3. Position: 4. Email:	

Manuscript Title

Manuscript Keywords

Document Type	Target Journal	Proofreading Level (Multiple selections are possible)	Proofreading Scope (Multiple selections are possible)	Word Count	Reviewed
<input type="checkbox"/> Thesis/Dissertation <input type="checkbox"/> Domestic Publication <input type="checkbox"/> International Publication <input type="checkbox"/> Other:		<input type="checkbox"/> Grammar <input type="checkbox"/> Meaning <input type="checkbox"/> Style	<input type="checkbox"/> Text <input type="checkbox"/> References <input type="checkbox"/> Captions	Please double space the text	<input type="checkbox"/> Yes <input type="checkbox"/> No

Proofreader Preference	Service Requested	Payment Information	Application Date	Expected Delivery Date
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<input type="checkbox"/> No  <input type="checkbox"/> Yes Name:	<input type="checkbox"/> Price Quote  <input type="checkbox"/> Rush  <input type="checkbox"/> Other (Please specify other needs in the email to whom.)	Payer's Name:  ID No.:  (Payers with R.O.C. citizenship or residency, should provide their ID number. Other payers should provide their NCKU Staff or Student ID number.)	(YY/MM/DD)  (If you send your application after 17:00 on workdays or anytime on a holiday (or typhoon day), the next workday should be marked as the application date.)	(YY/MM/DD)  (The working days for proofreading exclude weekends and holidays. It takes at least 7 business days after negotiated applications to complete documents within 10000 words, and at least 14 business days to complete documents beyond 10000 words. Documents to be completed in a shorter time, are considered rush service.)
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**I guarantee the following (please check )**

The submitted manuscript is original work, and contains no copy/pasted text in unfair quantity or without source attribution.

The authors are responsible for completing the procedure for correcting their receipt title and tax ID number, if necessary.

The authors agree to abide by the *Regulations Governing the NCKU FLC English Proofreading Service* set forth on the FLC website and to pay the proofreading fee within one week after the correction is completed.

※ Your personal information is collected only for administrative purposes and for correspondence with the Center and the proofreaders.

※ You are permitted to check or review all of your application records and email correspondences, which are retained for two years.

★ Corresponding/First author's signature: \_\_\_\_\_ (Typing is not accepted.)  
 Date:            /year            /month            /date

**英文潤稿完成單 Proofreading Completion Form (以下欄位由外語中心填寫 For Official Use Only)**

潤稿員 Proofreader	交稿日期 Delivery Date	潤稿時數 Proofreading Hours	潤稿金額(1000 元/時) Proofreading Fee (1,000 NTD/Hr)	行政服務費(20%) Service Fee (20%)	總金額 Sum
付費日期 Payment Date	線上繳款帳號 Online Payment No.	經手人 Handled By	外語中心英文論文服務小組代收章 Stamp of the Foreign Language Center	收據編號 Receipt No	