別紙様式

Date of application: _____

English proofreading application form
論文等英語校正依頼書

To Director of the Language Center:

I have fully understood the policy for English proofreading by an LC instructor, and I hereby request the following writing to be proofread.

Faculty(所属):
Name: 印

1. Writing to be proofread 論文等の情報

Title:

Field: _____ (e.g., Physics)

2. Length: _____ pages   Payment due:（_____）yen
*Proofreading is 1,000 yen per A4-size page.

3. Academic organization (society, association, etc.) for the paper to be submitted to 提出先

4. Requested deadline for proofreading 希望する校正期限

Month (_____) Day (_____), Year (_____)

5. Form of the presented writing
      ☐ Printout 紙
      ☐ Electronic file 電子ファイル
        Software used: _____ (e.g. Word)
      ☐ Printout and electronic file (preferred) 紙と電子ファイル（推奨）

6. Budget code（依頼者の移算元コード）_____

7. Special remarks 補足事項等