


# Legato Ota's Translation & Interpretation

Legato Ota Inc. offers programs to support foreign residents in the community.

## Translation

Translation with fee from/to Japanese in different languages such as English and Chinese. Mostly certificates such as Koseki-tohon (Family register), birth certificate, Tokibo-tohon (Registration certificate) and other documents from national/local governments. Please inquire also for other documents' translation.

Available languages	English, Chinese, Korean, Tagalog, Vietnamese, Thai, Nepalese etc. (Other languages are subject to the situation)
Translation fee	Japanese ⇔ English / Chinese 3,000yen + TAX and up, per page in A4 size Japanese ⇔ Other languages 4,000yen + TAX and up, per page in A4 size
Days for translation	Minimum 2 working days per page in A4 size
Delivery	By Postal mail, or Email (PDF)
How to apply / order	Inquire first through email or telephone. We will provide an estimation for translation fee and time. Then email the Translation request form (The format is on the Legato Ota's website), or submit required information using the QR code on the right →  (google form)
How to pay	Payment for the translation should be done by the designated date through bank transfer to our bank account (Note that payment by a credit card is not accepted). After confirming the payment, we will translate the document within the given time and deliver through mail etc. Shoulder mailing cost in case you wish delivery by postal mail.

## Interpretation

We dispatch our interpreters to places such as Tax offices, Police, Immigration office, legal offices. Please inquire about interpretation at a medical institution.

Available languages	English, Chinese, Tagalog, Vietnamese and Nepalese (Please inquire for other languages)
Interpretation fee	Request from an individual: 6,000 yen (up to 3hours) Overtime fee : 1,000yen for every additional 30 mins Request from public institution or company: 13,000 yen (up to 3hours) Overtime fee : 2,000yen per each additional 30 mins
How to apply / order	Inquire first through email or telephone and give the details on where, when, what language, what to interpret. Reservation should be made by 1 week ahead of the interpreter's dispatch date. Then please email us an Interpretation request form (The format is on the Legato Ota's website) with required information.
How to pay	Payment for the translation should be made by 1 day ahead of the interpreter's dispatch date through bank transfer to our bank account (Please note that payment by cash and credit card is not accepted). And we will dipatch our interpreter to designated place on time.

### **【Bank account information for translation & interpretation payment】**

Yucho-ginko (Japan Post Bank) Branch name : 〇一丸 Branch code: 019

Account type: Current account Account number: 0293177 Account name: シャ) レガートオオタ

### **【Inquiry & contact】** Person in-charge for Translation & Interpretation of **Legato Ota Inc.**

TEL:03-3731-3831 / 080-9714-6966 Email : [hon-yaku@legatoota.jp](mailto:hon-yaku@legatoota.jp)

Website: <http://www.legatoota.jp>

Location: TKK mansion 1F, 6-36-14 Nishi-kamata, Ota-ku, Tokyo \*Usually the staff is not on site, so call in advance if you visit the office.