



Please complete the items either by inserting the correct information or ticking/ circling the relevant item. Complete this form in BOLD letters and send to mindatware@gmail.com.

**PERSONAL DETAILS**

Name		JOB ID	
JOB DESCRIPTION			

**ADDRESS DETAILS**

Telephone (H)		HP Number	
Telephone (W)		Email	Primary: _____ Secondary: _____

**FEEDBACK ON THE FOLLOWING:** (Please TICK where relevant AND elaborate where required)

<b>1. PROOF-READ ONLY</b>	
<b>2. PROOF-READ &amp; EDIT</b>	
<b>3. HELP PUBLISH WORK IN HIGH IMPACT JOURNALS</b>	
<b>4. PROVIDE ADVICE ON DATA ANALYSIS</b> <i>Elaborate:</i> _____	
<b>5. PROVIDE ADVICE IN DOING RESEARCH</b> <i>Elaborate:</i> _____	
<b>6. ADVISE AND COUNSEL ON RESEARCH AND EDUCATION MATTERS</b> <i>Elaborate:</i> _____	
<b>7. TRANSLATE: ENGLISH ↔ MALAY LANGUAGE &amp; VICE VERSA</b>	
<b>8. TRANSLATE: ENGLISH ↔ MANDARIN LANGUAGE &amp; VICE VERSA</b>	
<b>9. TRANSLATE: ENGLISH ↔ TAMIL LANGUAGE &amp; VICE VERSA</b>	
<b>10. TRANSCRIBE INTERVIEWS/SPEECHES/VIDEO</b>	
<b>11. PROVIDE IN HOUSE TRAINING ON RESEARCH AND TEACHING &amp; LEARNING</b> <i>Elaborate:</i> _____	
<b>12. ADVISE ON STUDYING LOCALLY AND OVERSEAS</b> <i>Elaborate:</i> _____	



<p><b>13. SUGGEST APPROPRIATE RESEARCH TOOLS</b></p> <p><i>Elaborate:</i> _____</p> <p>_____</p>	
<p><b>14. OTHER:</b></p> <p><i>Elaborate:</i> _____</p> <p>_____</p>	
<p><b>15. HE mindatware SERVICES FEEDBACK AND COMMENT:</b></p> <p><i>Elaborate:</i> _____</p> <p>_____</p>	<p>FOR OFFICE USE ONLY</p> <p>DATE: _____</p> <p>PERSON IN CHARGE: _____</p>

# ATTACH YOUR COMPLETED WORK THAT SHOWS CLEARLY THE CORRECTIONS YOU ARE REQUESTING. WE WILL SEND YOU A REPLY SOON.

SEND TO [mindatware@gmail.com](mailto:mindatware@gmail.com) or call +60162863165

Date \_

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Thank you