



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

**PERSONAL DETAILS**

|       |             |                 |                 |
|-------|-------------|-----------------|-----------------|
| Name  |             | Honorable Title |                 |
|       | Male/Female |                 |                 |
| Title | Prof        | Dr              | Mr Mrs Ms Other |

**ADDRESS DETAILS**

|               |  |           |                                    |
|---------------|--|-----------|------------------------------------|
| Telephone (H) |  | HP Number |                                    |
| Telephone (W) |  | Email     | Primary: _____<br>Secondary: _____ |

**REQUEST/S: (Please TICK where relevant)**

|   |  |
|---|--|
| <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><br><i>Elaborate:</i> _____  |  |
| <b>5. PROVIDE ADVICE IN DOING RESEARCH</b><br><i>Elaborate:</i> _____                                       |  |
| <b>6. ADVISE AND COUNSEL ON RESEARCH AND EDUCATION MATTERS</b><br><i>Elaborate:</i> _____                   |  |
| <b>7. TRANSLATE: SOURCE LANGUAGE TO TARGET LANGUAGE, e.g.</b><br>ENGLISH ↔ MALAY ; ENGLISH ↔ MANDARIN...etc |  |
| <b>8. TRANSCRIBE INTERVIEWS/SPEECHES/ VIDEO RECORDINGS</b>  |  |
| <b>9. PROVIDE IN HOUSE TRAINING ON RESEARCH AND EDUCATION MATTER</b><br><i>Elaborate:</i> _____             |  |
| <b>10. ADVISE ON STUDYING LOCALLY AND OVERSEAS</b><br><i>Elaborate:</i> _____                               |  |



|   |  |
|---|--|
| <p><b>11. SUGGEST APPROPRIATE RESEARCH TOOLS</b></p> <p><i>Elaborate:</i> _____</p> |  |
| <p><b>12. OTHER:</b></p> <p><i>Elaborate:</i> _____</p>                             |  |

# ATTACH A SAMPLE OF YOUR WORK TO ASSESS QUALITY BASED ON RANDOMLY SELECTED PAGES. WE WILL SEND YOU A QUOTATION.

SEND TO [mindatware@gmail.com](mailto:mindatware@gmail.com) or call +6016 286 3165/+6017 386 9354

Date \_\_\_\_\_

Thank you