



Josef Silny & Associates, Inc.
International Education Consultants

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Application for Translation

The Translation Department offers translations from and into all major languages, in fields such as computer science accounting, law, education, medicine, administration, management, advertising, science and technology, etc. JS&A is a Corporate Member of the American Translators Association.

Our Services: - Please be sure to read the complete information on our website at www.jsilny.com .

- Certified and notarized translations from and into all major languages
- Extra copies of previous translations (available for up to 3 years after the date of issue)

We offer regular (5 business days), rush (3 business days) and 24-hour services for most translations.

Just e-mail, fax, mail, or bring to our office the documents you would like translated. We will provide a free quote within 24 hours of receiving the documents.

Forms of Payment:

Bank check or money order payable to Josef Silny and Associates, Inc. or Visa/MasterCard. If you are paying by credit card, you must fill out our Credit Card Information form below.

Please note that all payments are non-refundable.

We Guarantee:

- The highest quality translations
- Competitive prices
- Fast turnaround
- Personalized service
- Absolute confidentiality

Mailing:

Upon completion of the work, JS&A will send your certified translation by First Class mail. We also offer the following options for faster delivery:

- | | |
|-------------------------------|--|
| Within the United States: | - By Certified Mail: US\$ 15.00 per package |
| | - By Courier: US\$ 40.00 per package |
| Outside of the United States: | - By International Courier: US\$ 80.00 per package |

(JS&A is not responsible for loss or damage of academic credentials during shipment.)

PERSONAL INFORMATION (Please print or type)

If you have a U.S. Social Security Number, please list it:

Social Security Number: _____

Sex: Male ___ Female ___
_____ *Date of birth: mm/dd/yy* _____ *Country of birth*

Full Name: _____
Family (Last), First, Middle (Maiden)

Mailing Address:

Number & Street *City, State, Zip Code* *Country (if not the U.S.)*

Telephone (area code & number): _____

Fax (area code & number): _____

E-mail: _____

Who referred you/recommended our services?: _____

Language: from _____ to _____

Please list the documents that you wish to have translated: _____

Number of pages: _____

Professional Services Requested:

- 5 day translation service US \$ _____
- 3 day translation service US \$ _____
- 24 hour translation service US \$ _____
- Additional copies (\$20.00 per copy at the time translation service is initially requested) US \$ _____
- Additional copies (\$30.00 per copy after the translation service has been completed **up to 1 year**) US \$ _____
- Additional copies (\$50.00 per copy after the translation service has been completed **after 1 year**) US \$ _____
- Other (Please specify) US \$ _____

Please note that the Translation Department will keep translated documents for one year only. You may request additional copies of completed translations for up to three years after a translation is completed. All records are destroyed after that time. All translation fees are non-refundable.

Please read, sign and date the next page>>>>>>>>

I release Josef Silny & Associates, Inc. from any liability for damages resulting from the use to which I or any agency or institution puts the translation. Any litigation arising out of this agreement will have its venue in Miami-Dade County, Florida. The prevailing party in any litigation arising out of this agreement is entitled to reasonable attorney's fees and all costs accrued during the litigation.

Signature of the applicant

Date

Josef Silny & Associates, Inc., International Education Consultants

CREDIT CARD INFORMATION

You must provide a front and back photocopy of your credit card AND a photocopy of your U.S. driver's license or foreign passport.

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First Middle Last

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This signature authorizes Josef Silny & Associates, Inc. (JS&A) to charge the amount for the requested services in U.S. dollars and the cardholder agrees to be bound by all Terms and Conditions (including that all fees are non-refundable) as stated in the JS&A application.