

Josef Silny & Associates, Inc. International Education Consultants

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Application for Translation

Founded in 1987, Josef Silny and Associates, Inc. International Education Consultants (JS&A) is an organization of highly qualified international education consultants and translators. We offer translations from and into all major languages, in fields such as accounting, advertising, arts, business, computers, education, law, medicine, science, technology, etc. JS&A is a Corporate Member of the American Translators Association.

We Guarantee:

- the highest quality translations
- competitive prices
- fast turnaround
- personalized service
- absolute confidentiality

Our Services:

- 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)

Turnaround:

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

Form of Payment:

Make a bank check or money order payable to Josef Silny and Associates, Inc. If you are paying by credit card, you must fill out our Credit Card Information form. ***Please note that all payments are non refundable and all fees are subject to change.***

How We Work With You:

Just e-mail, fax, mail, or bring to our office the documents you want translated. We will provide a free quote within 24 hours (business day).

Personal Information:

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

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 US)*

Telephone: _____

Fax: _____

E-mail: _____

Who referred you/recommended our services?: _____

Professional Services Requested:

- 5 day translation service U.S. \$ _____
- 3 day translation service U.S. \$ _____
- 24 hour translation service U.S. \$ _____
- Other (Pls. specify) U.S. \$ _____

Language: from _____ to _____

Number of pages: _____

Please note that the Translation Department will keep translations and the accompanying records for one year only. You may request copies up to three years after a translation is completed. All records are destroyed after that period. All translation fees are non-refundable. JS&A reserves the right to refuse service to anyone.

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

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

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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.