

# Professional Translation Service Instructions

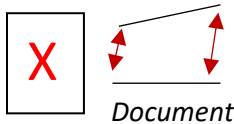
DO NOT EMAIL OR  
MAIL THIS FORM

1. Fill out the Professional Translator Form & email it to me with your document.
2. Scan the document that you want to have translated or if you do not have a scanner you can take a clear photo of the document & email it to:

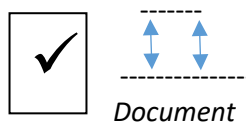
**ALANMURRAY @ NYNOTARY4U.COM** or send text attachments to **516-312-5013**.

**Special notes:** If you are taking a photo of your documents. Be sure to remove any folds or wrinkles from the document & the document is lying flat. Hold the camera so that it is perpendicular, that is, parallel to the document being photograph, where the camera is an equal distance from the document like this

Camera angle is incorrect



Camera is level with the document



**Translations Options** – Translations are usually done within 24 hours, however, option 'C' will take longer.

All translation are done off-site, so I do not have walk-in while you wait translation service.

3.
  - a. **Translation Only**, \$45 per page of 250 words per page or less. **Delivery by:** email or see below
  - b. **Certified Translation**, \$55 per page up to 250 words per page or less (includes a Translation Certificate of Accuracy that is **NOT** notarized). **Delivery by:** email or see below
  - c. **Certified & Notarized Translation** \$75 – This options includes a Notarized Translation Certificate of Accuracy. If you require the original notarized document see the Delivery methods below.

**Delivery methods: US Postal Mail, Courier Service or Pick-up,** See below for pricing information.

If you require your translation to be mail to you, your translation will be sent by one of the following courier services: United States Postal Service (USPS), or Fedex.

For Courier Shipping via USPS add the cost of one of the following services: USA Priority 2-3 days \$10, USA Express 1 day \$30, International Priority 6-10 days \$35 or International Express 3-5 days \$65

For Fedex return mail please go to that Courier website & calculate the cost to ship from:

**NOTARY & APOSTILLE SERVICE, INC., 409 44th Street, COPIAGUE, NY 11726-1009,**

Telephone: 1-866-518-5115 then add that cost to your order.

To have your document hand delivered by a **Personalized Private Courier Service** to you, the cost is \$25 plus \$3/mile. To calculate you cost for this service go to google.com to calculate the distance from my address to you. See my address above.

4. Once you emailed your Professional Translation Form & document, you can make the full payment by going to <https://nynotaryforyou.com/pay.html> there you find several payment options on that page.