

Please fill out this Professional Translation Request Form & email it to us along with a copy of your documents:

## Professional Translation Request

Translate Your Document From This Language:

Translate Your Document To This Language:

**TYPE OF TRANSLATION SERVICES AVAILABLE (choose one):**

Translation Only, \$45 per page of 250 words or less (Translation Only). **Delivery method:** e-mail or pick up

Certified Translation 24 hour turnaround, \$55 per page up to 250 words or less (includes a Translation Certificate of Accuracy). **Delivery method:** e-mail or pick up.

Certified & Notarized Translation \$65 - (includes a Notarized Translation Certificate of Accuracy) **Delivery method:** US Postal Mail, Courier Service or Pick-up, See below for postal pricing information.

**Courier Shipping via USPS (additional fee apply):**

Priority 2 days \$10  Express 1 day \$30  International Priority 6-10 days \$35  or International Express 3-5 days \$65   
or

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For FedEx  DHL  UPS  \*\*Personalized Courier Service (PCS)  \$25+\$3/mile.  
Please go to that Courier website & calculate the cost to ship from: NOTARY & APOSTILLE SERVICE, INC., 409 44<sup>th</sup> Street, COPIAGUE, NY 11726-1009, Telephone: 1-866-518-5115 then add that cost to your order.

**Contact Information or Shipping Information:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address1: \_\_\_\_\_

Mailing Address2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Payment:**

Your translation request will begin once your payment is received. Click for [Payment Options](#). All translations are done by experienced translators in the targeted language, we do not use any machine translations. We do not offer in-Office Translation Services. For fastest service all translations services are by e-mail, you can also drop off a copy of your document along with this form & your proof that a payment was made.

*\* All translation takes a minimum of 24 hours. \*\*PCS is available for most local deliveries.*

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