

## Professional Translation Request

Translate Your Document FROM This Language: \_\_\_\_\_ TO This Language: \_\_\_\_\_

### TYPE OF TRANSLATION SERVICES AVAILABLE (choose one)

\_\_\_ **Certified Translation 24-hour turnaround, \$55 per page up to 250 words or less** (includes a Translation Certificate of Accuracy, that is *not notarized*). **The delivery method to you is by e-mail or you can it pick up.**

\_\_\_ **Certified & Notarized Translation \$120 for first page. Additional pages are \$55 each.**  
(Includes a Notarized Certificate of Accuracy) The original notarized translation with signature to be returned to me, via USPS Priority mail. \_\_\_ Express mail is also available for \$25 more.

\_\_\_ Yes you want also want the back of your document translated if it has writing on the back.

\_\_\_ Yes you want the Apostille translated and the County Clerk page also translated, which is an additional 2 pages.

*\* All translation takes a minimum of 24 hours once payment is received & confirmed. Notarized document will take additional time since the original translation must be shipped to me. If you want the original with a wet signature to be return to YOU, via courier mail you must select one of the below courier services. Local User can pickup document.*

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### RETURN YOUR NOTARIZED DOCUMENT TO YOU BY COURIER SHIPPING VIA USPS (additional fee apply)

\_\_\_ USA Only Priority 2 days \$10 \_\_\_ USA Only Express 1 day \$35

\_\_\_ International Priority 6-10 days \$35 or \_\_\_ International Express 3-5 days \$65

\_\_\_ For FedEx \_\_\_ DHL \_\_\_ UPS 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,**

to you then add that cost to your order.

### Contact Information or Shipping Information:

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

Company Name: (optional) \_\_\_\_\_

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

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

State: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Payment:

Your translation request will begin once your payment is received. Look here for [Payment Options](#). Once the translation is completed, you will be given a chance to review it for accuracy before it is finalized. All translations are done by experienced translators in the targeted language, we do not use machine translations. We do not offer in-Office Translation Services. For the fastest service, all translations services are by e-mail. All notarized translations will be mailed via Express mail to me. You can also drop off a copy of your document along with this form & your proof that a payment was made. Please make sure your document is clear & read able & flat with NO folds if you take a photograph.

**\*\* Personalized Courier Service is available for most local deliveries.** Embassy Legalization or Apostille Service is a separate service. If you need Apostille Service, please use the [Apostille or Embassy Legalization Service Order Form](#).