



Company Contact
Information



Website Link

Mail applications to:
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OR EMAIL TO:
payment@jsilny.org

Josef Silny & Associates, Inc. **International Education Consultants**

Tel.: (305) 273-1616
Fax. (305) 273-1338/Translation Fax: (305) 273-1984
E-Mail: info@jsilny.org
Web Site: www.jsilny.org

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.org.

- 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.
Original documents not required for translation service and can be done from scans or photocopies.

Just e-mail, fax, mail, or bring to our office the documents you would like to translate. Translation quote requests received before 2 P.M. on business days will be responded to the same day. For those received after 2 P.M., we will attempt to respond to them that same afternoon or early the next business day at the latest.

Forms of Payment:

Bank check or money order payable to Josef Silny and Associates, Inc. or Debit/Visa/MasterCard. If you are paying by credit card, you must fill out our Credit Card Information form below. (We cannot accept postal money orders or payments through Western Union or Zelle)

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 for an additional mailing fee:
We offer the following options:

Mailing fees (per address) – First Class Mail or electronic mail – U.S. \$10, Priority Mail U.S. \$25, Domestic Courier U.S. \$50, International Courier U.S. \$90

Those in extended delivery areas will be billed for the balance of the fee.

Special Handling: Translation mailed to you in a specially sealed JS&A envelope: U.S. \$5
(JS&A is not responsible for loss or damage of academic credentials during shipment.)



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CREDIT CARD INFORMATION

You must include the credit card holder's copies of the front and back of the credit card and U.S. Driver's License OR Foreign Passport.

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