



Company Contact  
Information



**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](mailto:info@jsilny.org)  
Web Site: [www.jsilny.org](http://www.jsilny.org)

Website Link



**Mail application to:**  
7101 SW 102 Avenue  
Miami, FL 33173

**OR E-MAIL TO:**  
[payment@jsilny.org](mailto:payment@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](http://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.

Just e-mail, fax, mail, or bring to our office the documents you would like translated. 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 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).

**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 by First Class mail unless other is specified on the application. We also offer the following options for faster delivery and special handling:

Within the continental United States: - By Priority mail: U.S. \$20 per package

- By courier: U.S. \$45 per package

Outside of the United States: - By international courier: U.S. \$85 per package

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

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



**Josef Silny & Associates, Inc.**  
**TRANSLATION SERVICE APPLICATION**

**PERSONAL INFORMATION** (Please print or fill-in)

**Social Security number:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_  
Last name Given name Middle name Maiden name

**Gender:** Male \_\_\_\_\_ Female \_\_\_\_\_  
Date of birth: mm/dd/yy Country of birth \_\_\_\_\_

**Mailing Address:**

Number & street Apt. (if applicable) City, State, Zip Code Country (if not the U.S.)

**Telephone** (area code & number): \_\_\_\_\_

**Fax** (area code & number): \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Who referred you/recommended our services? \_\_\_\_\_

Language: from \_\_\_\_\_ to \_\_\_\_\_

Number of pages: \_\_\_\_\_

**PROFESSIONAL SERVICES REQUESTED:**

(NOTE: Translations are kept for a guaranteed period of **only** three years.)

- ♦ 5-day translation service ..... \$ \_\_\_\_\_
- ♦ 3-day translation service ..... \$ \_\_\_\_\_
- ♦ 24-hour translation service ..... \$ \_\_\_\_\_
- ♦ Additional sets of translations:
  - \$20.00 per set at the time translation service is initially requested. Quantity: \_\_\_\_\_ ..... \$ \_\_\_\_\_
  - \$30.00 per set **up to 1 year** from the translation service completion date. Quantity: \_\_\_\_\_ ..... \$ \_\_\_\_\_
  - \$50.00 per set **after 1 year** from the translation service completion date. Quantity: \_\_\_\_\_ ..... \$ \_\_\_\_\_
- ♦ Add \$5.00 per set if you would like your translation mailed in a specially sealed JS&A envelope. \$ \_\_\_\_\_
- ♦ Secure mailing (other than U.S. First-Class Mail) (Specify:) \_\_\_\_\_ ..... \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

Application continues >>>>>>>>





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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.**

**Name of Cardholder:**

As it appears on the credit card \_\_\_\_\_  
First Middle Last

E-mail address: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Area code and number

**Name of Applicant:**

If different from the cardholder \_\_\_\_\_  
First Middle Last

**Billing Address:** \_\_\_\_\_  
Street address Apartment number (if applicable)

\_\_\_\_\_  
City State Zip code Country (if not U.S.)

**I authorize Josef Silny & Associates, Inc. to charge my (check one):**

☐ VISA ☐ MASTER CARD ☐ DISCOVER

in the **TOTAL** amount of U.S. \$ \_\_\_\_\_ **← (TOTAL amount of your order must be filled in to process your payment.)**

CREDIT CARD NUMBER: \_\_\_\_\_

3-digit security code on back of card: \_\_\_\_\_

Expiration Date (month/year): \_\_\_\_\_ 

Signature of Cardholder (Required): \_\_\_\_\_ Date: \_\_\_\_\_

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.