

Company Contact Information J.S.A

Josef Silny & Associates, Inc. International Education Consultants Tel.: (305) 273-1616 Fax. (305) 273-1338/Translation Fax: (305) 273-1984

Website Link



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

OR E-MAIL TO: payment@jsilny.org

## **Application for Translation**

E-Mail: info@jsilny.org Web Site: www.jsilny.org

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.

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)

-					
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 o	ur services?				
Language: from	to				
Number of pages:					
PROFESSIONAL SERVICES R	EOUESTED:				
(NOTE: Translations are kept for a	-	three years.)			
♦ 5-day translation service	\$				
♦ 3-day translation service	y translation service				
♦ 24-hour translation service			\$ <u> </u>		
♦ <u>Additional sets of translations</u> :					
\$20.00 per set at the time transla	tion service is initially requ	sested. Quantity:	\$ <u> </u>		
\$30.00 per set <b>up to 1 year</b> from	the translation service con	inplotion date. Quality.	····		
\$30.00 per set <u>up to</u> <b>1 year</b> from \$50.00 per set <u>after</u> <b>1 year</b> from					
· ·	the translation service com	pletion date. Quantity:	· \$		



### Your translation will be sent to the address listed on the <u>FRONT</u> of this application form.

Translations are sent by U.S. First-Class Mail. If you would like your translation sent by a secure mailing service, please choose from the following options:

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. \$85.00 per package
If the fee paid by the applicant does not cover the cost of the courier, we may use USPS Priority Mail Express instead.
Those in extended delivery areas will be billed for the balance of the fee.
JS&A accepts no liability for loss or damage of academic credentials during mailing.

Translation sent by e-mail instead of free/no cost First Class mail (US Postal Service).

Email (e-mail) translation instead of First Class mail to:

(only one e-mail)

If requesting **ADDITIONAL** sets of translations, print below the FULL name and mailing address of the individual/institution to which the **ADDITIONAL** sets of translation(s) are to be sent.

1. 2.

# Make bank check or money order payable to Josef Silny & Associates, Inc. If paying by credit card, please fill out the Credit Card Information form. All fees are <u>NON-REFUNDABLE</u>.

I, the undersigned applicant, certify and represent that all information provided in this Application is complete, factually accurate, and honestly presented, and that I have read and understand the instructions and conditions (including that all fees are **non-refundable**). I agree to the terms stated herein. I understand that the evaluation is advisory and is not binding upon any agency or institution that uses it. Further, in consideration of the payment by the undersigned applicant, and the mutual undertakings by the parties as stated in this Application ("Agreement"), the undersigned applicant releases JS&A, its officers, directors, employees, and agents, from any liability or damages resulting from: (a) the use to which I or any agency or institution puts the evaluation, and (b) for the loss of any original documents. In addition, any litigation arising out of this Agreement will be under Florida law, and venue will be in Miami-Dade County, Florida. The prevailing party to any litigation arising out of this Agreement is entitled to reasonable attorney's fees and all costs accrued during the litigation.

X					
Signature of the applicant	K	Date			
	Application must be signed by hand or digital signature (not typed). By signing you agree to all terms on this agreement.				



Josef Silny & Associates, Inc. International Education Consultants Tel.: (305) 273-1616 Fax: (305) 273-1338 / Translation Fax: (305) 273-1984 E-Mail: payment@jsilny.org Website: www.jsilny.org

## **CREDIT CARD INFORMATION**

You must include the credit c License OR Foreign Passport	-	of the front and		e credit card and U.S. Driver's			
Name of Cardholder: As it appears on the credit card							
	First		liddle	Last			
E-mail address:	-mail address: Phone No.:						
	Area code and number						
Name of Applicant: If different from the cardholder							
	First	Μ	iddle	Last			
Billing Address:	Billing Address:Street address Apartment number (if applicable)						
Street address				Apartment number (if applicable)			
City	State	Zi	p code	Country (if not U.S.)			
I authorize Josef Silny & Associates, Inc. to charge my (check one):							
□ VISA □ MASTER CARD	□ DISCOVER						
in the <b>TOTAL</b> amount of U.S. \$	<u>← (T0</u>	TAL amount of yo	<mark>ur order mi</mark>	ust 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 with a sign I and C	·1. 0 A	$(\mathbf{IC} 0 \mathbf{A})$ $(1$					

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 **<u>non-refundable</u>**) as stated in the JS&A application.