



Company Contact  
Information



Website Link

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

**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](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.  
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.)





***Your translation will be sent to the address listed on the FRONT (second page) of this application form.***

Within the continental United States:

- By Electronic mail (emailed): \$10 (per address)
- By First Class Mail (no tracking): \$10 (per address)
- By Priority Mail: U.S. \$25 (per address)
- By courier: U.S. \$50 (per address)

Outside of the Continental United States: - By international courier: U.S. \$90 (per address)

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.

If you want ADDITIONAL sets of translation/s to be also sent to another address (at U.S. \$20 per complete translation + mailing fee), please list their names and addresses below and choose mailing fee.

If requesting more than 2 translations, please attach a sheet with additional addresses. **Please specify method of delivery per address.**

(1<sup>st</sup> address): ☐ electronically (\$10)    ☐ Domestic courier (\$50)    ☐ Priority Mail (\$25)  
☐ First Class Mail (\$10)    ☐ International courier (\$90)

(2<sup>nd</sup> address): ☐ electronically (\$10)    ☐ courier (\$50)    ☐ Priority Mail (\$25)  
☐ First Class Mail (\$10)    ☐ International courier (\$90)

1. \_\_\_\_\_

2. \_\_\_\_\_

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

I certify that all information provided in this application is complete, factually accurate, and honestly presented. I certify that I have read this application in its entirety (including that all fees are **non-refundable**) and agree to the terms stated herein. I release Josef Silny & Associates, Inc. from any liability for damages resulting from the use to which I or any agency or institution puts the translation. Any litigation arising out of this agreement will have its venue in Miami-Dade County, Florida. The prevailing party in 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

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Date \_\_\_\_\_

(If paying with credit/debit card (next page) >>>>>>>)



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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.