



*=REQUIRED FIELD

APPLICATION FOR TRANSLATION

TRANSLATION FROM WHAT LANGUAGE*: TRANSLATION INTO WHAT LANGUAGE*:

COUNTRY :

PLEASE NOTE: IF YOUR LANGUAGE IS NOT LISTED ABOVE, PLEASE WRITE IT IN.

NAMES: PLEASE PROVIDE THE NAMES APPEARING ON YOUR DOCUMENTS

Mr. Ms. Last Name*: First Name*: Middle Name:

Other Names on Documents:

CONTACT INFORMATION: PLEASE PROVIDE YOUR MAILING ADDRESS, CONTACT NUMBER AND E-MAIL ADDRESS

Street Address* Apt#/Suite

City* State/Province* Postal Code*

Country* Phone No. E-Mail Address:

IF YOU WOULD LIKE FOR YOUR TRANSLATION TO BE MAILED TO ANOTHER PERSON OR AGENCY; PLEASE PROVIDE THE NAME AND MAILING ADDRESS BELOW

Name of Person or Agency

Street Address Apt#/Suite

City State/Province Postal Code

Country Fax. No. E-Mail Address:

MAILING AND OTHER SERVICES

Pick-Up Priority Mail (\$20) Express Mail (\$40) International Express Mail (\$75) E-mail (to agency or school only) \$10

ORIGINAL DOCUMENTS WILL BE RETURNED ONLY VIA EXPRESS OR INTERNATIONAL EXPRESS MAIL

Sealed envelope (\$5 each. Tamper-proof packaging)

Number of duplicates \$30 each with this request. Each duplicate requested at a later time will cost \$50

Regular Service (5 Business Days) Included with translation fee Rush Service (24-48 Hours) Additional 30% of translation fee

Payment can be provided by credit/debit card, money order or certified check. Personal checks are not accepted. In case of a credit/debit card payment please fill in ALL the fields below

Card Type * Card Number* Expiration Date*
CVV2* (3 digit number on the back of Visa, MasterCard or Discover Card. 4 digit number on the front AmericanExpress Card)

Cardholder's Name*

Billing Address* Apt#/Suite/Fir

City* State/Province* Postal Code*

I AUTHORIZE GLOBE LANGUAGE SERVICES, INC TO CHARGE MY CARD IN THE AMOUNT OF \$

Fees are non-refundable.

Signature* Printed Name* Date*

After you review your translation, if you feel any changes are necessary, please advise us in writing immediately. Please provide supporting documentation for all proposed changes. No changes will be made unless they are fully documented. After one month from the date the translation is issued, a fee for any change will be charged.

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