



Company Contact  
Information



Website Link

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

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**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. 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  
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**Your translation will be sent to the address listed on the FRONT 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 per package  
Those in extended delivery areas will be billed for the balance of the fee.

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.

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**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 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

\_\_\_\_\_  
Date

