



## **Translation Request Form**

TODAY'S DATE \_\_\_\_\_ DATE (NEEDED) \_\_\_\_\_  
TRAVELER'S NAME \_\_\_\_\_ NATIONALITY \_\_\_\_\_ PHONE # \_\_\_\_\_  
DELIVERY ADDRESS \_\_\_\_\_  
TRAVELER'S COMPANY NAME \_\_\_\_\_ / ASSISTANT \_\_\_\_\_ PHONE# \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Language \_\_\_\_\_

### **Translation Fee**

Minimum of \$75.00 per page for fine prints pages and big job projects I tis .25cents per words

### **RETURN POSTAGE – FedEx Overnight**

Priority Delivery \$30.00  First Overnight = \$75.00  Saturday Delivery = \$45.00

***Total Payment = Translation Fee + Return Postage***

### **METHOD OF PAYMENT**

TYPE OF CARD \_\_\_\_\_ CREDIT CARD NUMBER \_\_\_\_\_ EXP DATE \_\_\_\_\_

FULL Billing Address \_\_\_\_\_

CVV# \_\_\_\_\_ (The last three numbers on the back of card for most cards and the four digits on top of American Express Cards)

NAME ON CREDIT CARD \_\_\_\_\_ SIGNATURE \_\_\_\_\_ (OF CARD HOLDER)