

TRANSLATION ORDER/QUOTATION FORM

Please check one

- Please provide a **TRANSLATION** of the enclosed material
- Please furnish us with a **QUOTATION ONLY** for translation of the enclosed material. (We understand that the quotation is free-of-charge and we are under no obligation to order.)

Date: _____

NAME OF COMPANY _____

Address: _____

Person to contact: _____

Your telephone number: _____

Your reference: _____

Language: _____

Regular service? (10-15 working days) (please check)

Do you need the translation by a particular date? (please give date) _____

Paste up to include all drawings? YES NO
(Please include all drawings with document for reference purposes)

How should the translation be shipped to you?

- First-class mail
- Overnight express
- FAX - Our Fax number is: _____
- E-Mail attachment - Our E-mail address is: _____
- Provide copy on disk
- Provide certification of translation

Do you have any special instructions? _____

Please send this form together with the material you wish to have translated or for which you need a quotation for translation to:

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Lynnfield, MA 01940**

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Fax: (781) 334-4445 (24 hours)
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