

INTERNATIONAL EDUCATION EVALUATIONS, INC.

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IEE use only

Date Rec'd
Date Due
Date mailed
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APPLICATION FOR TRANSLATION SERVICES
PLEASE PRINT OR TYPE ALL INFORMATION

1. **Name** _____ **Date of Birth** ____/____/____
(Last) (First) (Middle) (Maiden)

2. **Mail translation to** _____
Name Number and Street

City State/Providence Zip Code E Mail Address

3. **Telephone Number**(____) _____ **Fax Number**(____) _____

4. Explain any special needs: _____

5. Please list **ALL** documents you wish to have translated

Name of Document	Language	Number of Pages
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. **FEE FOR TRANSLATION OF DOCUMENTS**

Number of Pages _____
Cost per page for translation \$60 _____ x \$60
(no minimum number of pages)
Sub-Total _____

Set-up Fee (mandatory fee) _____ \$25.00
Extra Certified Copies (add \$20 each) _____

Shipping Options (Choose one)
Standard USPS first class mail + \$3.00 _____
Priority Mail (optional) + \$ 10.00 _____
Overnight Delivery (optional) + \$30.00 _____

Total Due \$ _____

7. **PAYMENT (Check the box)**

NO PERSONAL CHECKS !!

- Money order enclosed
- Charge Credit Card Below

Please charge my credit card # _____ - _____ - _____ - _____

Card Type - Visa / MC / Disc / Am Exp

Billing Zip Code _____

Card Security Number _____

Exp Date ____/____
Month Year

8. **Certification**

I understand that IEE, Inc. is not responsible any items that are lost by any third party shipping company or institution. Unless I have paid for overnight delivery, all documents will be shipped via USPS unregistered mail. I certify that all documents submitted have not been forged or altered in any way and is an exact replica of the original.

9. **(Signature)** _____ **(Name, printed)** _____

PLEASE RETURN THE COMPLETED APPLICATION WITH THE FOLLOWING:

- o CLEAR PHOTOCOPIES OR ORIGINALS OF DOCUMENTS TO BE TRANSLATED
- o CREDIT CARD NUMBER (above), OR MONEY ORDER PAYABLE TO:
INTERNATIONAL EDUCATION EVALUATIONS, INC.

* If you have requested "Rush" or "Special Service" there may be additional fees. Please call our office.