

IEE

Please read all pages before completing the application form. Send the application form (page 1 only) and payment to: **IEE, P.O. Box 545863, Surfside, FL 33154.** Please make your check or money order payable, in U.S. dollars, to **International Education Evaluators, LLC.**

If you have any questions, please call us at (305) 503-9063 or e-mail us at info@iee-usa.com.

Application for Translation Service

Date: _____

1. CLIENT INFORMATION Male Female

Company/Firm/Individual Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Fax: _____

Contact Person: _____ Email: _____

Have you had a translation or evaluation completed by IEE before? If no, how did you learn about IEE? _____

2. PROFESSIONAL SERVICES REQUESTED

- Translation Fee Estimate (FREE)
- 6 to 10 days translation service
- 3 to 5 days translation service
- 24-hour translation service
- Additional Copies (\$20 per copy if requested at the time of application) ____
- Additional Copies (\$35 per copy if requested after the translation has been issued by IEE) ____

Source Language: _____ Target Language: _____

3. SUBMISSION OF DOCUMENTS

You may submit documents by fax (305) 993-5550, email translations@iee-usa.com or mail. We will provide a free quote within the same business day.

4. DOCUMENTS DELIVERY OPTIONS

If you would like to receive your translation by means other than regular mail, please select from the following options and include corresponding charges along with your payment.

- | | |
|--|--|
| <input type="checkbox"/> Priority Mail (U.S. only): \$8 | <input type="checkbox"/> Express Mail (U.S. only): \$25 |
| <input type="checkbox"/> Priority Mail (Mexico/Canada): \$25 | <input type="checkbox"/> International Courier Service: \$65 |
| <input type="checkbox"/> Priority Mail (International): \$35 | <input type="checkbox"/> International Standard Delivery: \$10 |

The Translation Department will keep translations and the accompanying documents for one year. All translation fees are non-refundable.

I release IEE from any liability for damages resulting from the use to which I or any agency or institution puts the translation.

Printed Name

Signature

Date

P.O. Box 545863, Surfside, FL 33154, USA
Tel: 305.503.9063 Fax: 305.993.5550
www.iee-usa.com E-mail: info@iee-usa.com

Thank you for choosing IEE!

POLICIES AND PROCEDURES:

- The clients are entirely liable for abiding by all copyright laws in any appropriate countries. We are not at fault for any infringement of copyright laws by clients. The client agrees not to hold IEE responsible for copyright infringement through their use of our translation service or the use of any copyrighted material not known to us.
- IEE reserves the right to refuse service to anyone.
- IEE will keep applications and accompanying documents submitted for translation on file for one year.
- No refunds are issued once the translation process has begun. There will be no refund after a written translation has been prepared.
- Any dispute that may occur between IEE and the applicant shall be governed by Florida law and subjected to the jurisdiction of the Miami-Dade County court system.
- We do not accept credit cards. All fees are payable in advance. All payments are payable in U.S. dollars by money order or personal check. If the money order or check is issued by a bank outside the U.S., it must have the printed name of the affiliated U.S. bank. For personal checks, please allow up to 10 business days to clear.
- IEE will not release any translation until proper payment has been received.
- Prices are effective as of June 23, 2014 and are subject to change at the discretion of IEE.
- IEE will not be responsible for any errors in translation on our part. Any error reported to IEE will be promptly revised.

CONTACT INFORMATION:

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