

## International Education Evaluators, LLC

Please read all pages before completing the application form. Send the application form (page 1 only) along with required documentation and payment to one of the following addresses:

**Postal address (USPS): IEE, P.O. Box 545863, Surfside, FL 33154.**

**Courier address (UPS, DHL, FedEx, etc.): IEE, 250 95th St., #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 contact us at (305) 503-9063 or e-mail us at [info@iee-usa.com](mailto:info@iee-usa.com).

### Application for Translation Service

Date: \_\_\_\_\_

#### 1. CLIENT INFORMATION

Gender:  Male  Female Date of Birth: \_\_\_\_\_

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 (\$25 per copy if requested at the time of application) \_\_\_\_ (How many?)
- Additional Copies (\$50 per copy if requested after the translation has been issued by IEE) \_\_\_\_ (How many?)

Source Language: \_\_\_\_\_ Target Language: \_\_\_\_\_

#### 3. SUBMISSION OF DOCUMENTS

You may submit documents by fax (305) 993-5550, email [translations@iee-usa.com](mailto: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.

- Priority Delivery (U.S. only): \$10
- Express Delivery (U.S. only): \$30
- Priority Delivery (International): \$40
- Express Delivery (International): \$70

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](http://www.iee-usa.com) E-mail: [info@iee-usa.com](mailto: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 October 23, 2017 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:**

IEE  
P.O. Box 545863  
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Tel: (305) 503-9063  
Fax: (305) 993-5550  
E-mail: [info@iee-usa.com](mailto:info@iee-usa.com)  
Website: [www.iee-usa.com](http://www.iee-usa.com)