

JP Language Institute
TRANSLATION ORDER/QUOTATION FORM
 Language Service Department
 Tel: 1-866-735-3555 E-mail: translation@jpli.org Website: www.jpli.org

Please check one

Date: _____

Please provide a TRANSLATION of the enclosed material

Please provide us with a QUOTATION ONLY for translation of the enclosed material. *(We understand that the quotation is free-of-charge).*

| CLIENT INFORMATION | | | |
|--|--------|---|------------------------|
| Company/Client Name: _____ | | | |
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| | State | zip code: | |
| Person to contact: | First | Middle | Last Name |
| Tel#: | Fax#: | E-mail: | |
| DOCUMENT(S) INFORMATION | | | |
| Original Language(s): _____ | | | Number of pages: _____ |
| Request translating document(s) into _____ Language (s). | | | |
| Brief description of the document(s) <i>(optional)</i> | | Special instruction (s) <i>(optional)</i> | |
| | | | |
| Translating by particular date? (Please give the date) _____ | | | |

How should the translation be delivered to you?

Mail In Person

FAX - Fax # is: _____ E-Mail attachment. E-mail address is: _____

Provide copy on disk Provide certification of translation

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

Mail Box 5482
 Attn: Translation Department
 JP Language Institute
 Bay Shore, New York 11706 or
 E-mail it to: translation@jpli.org

| OFFICE US ONLY | | Date: | |
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