

**TRANSLATION ORDER FORM**

**FILL IT OUT ONLINE AND THEN PRINT IT, OR PRINT IT OUT AND THEN FILL IT OUT LEGIBLY BY HAND**

First name: \_\_\_\_\_ Need translation(s) back by? \_\_\_\_\_

Last name: \_\_\_\_\_ Language Choice:

Company name: \_\_\_\_\_  Simplified Chinese  Japanese

Contact number: \_\_\_\_\_  Traditional Chinese  Korean

Fax number: \_\_\_\_\_  Other Language \_\_\_\_\_

Email address: \_\_\_\_\_ (Confirmation, email and tracking number will be sent)

Shipping address: \_\_\_\_\_ (Please provide a street address)

Address continued: \_\_\_\_\_ (Please avoid using PO Box)

**Method of Delivery**

- Electronic Mail (Free)
- First Class Mail (\$2, 3 business days)
- 2<sup>nd</sup> day Express shipping (\$15, 2 business days)
- Standard Overnight (\$19, next biz day by 3:00pm)
- Priority Overnight (\$29, next biz day by 12:00pm)
- Saturday Overnight (\$39, Saturday by 3:00pm)
- Express to AK, HI or PR (\$29, 1-2 biz days)

**Fax to 800-530-3907**

**You will receive an email confirmation within the hour.**

If Client cancels or withdraws any portion of the service(s) prior to Company's completion of the service(s), Client is not entitled to any refund or credit. Upon receipt of the translation from Company, Client shall promptly review it, and within 30 days after receipt shall notify Company of any requested corrections or changes. Company shall correct, at no cost to Client, any errors made by Company.

**Payment Information**

Translation Fee: \_\_\_\_\_

Shipping charge: \_\_\_\_\_

Grand Total: \_\_\_\_\_

If you are paying with a check or money order, make it payable to Internet Plaza Inc.

Credit Card Type: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

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

CVV/CVC: \_\_\_\_\_

For visa/master/discover, it is the last 3 digit number on the back. For Amex, is the 4 digit number on the front.

Billing Address: \_\_\_\_\_

Address Continued: \_\_\_\_\_

Signature: \_\_\_\_\_

Company shall make every effort to complete service(s) by the above date but shall not be responsible for delays in completion caused by events beyond Company's control. Company shall have no responsibility whatever as to any changes in the translation made by persons other than Company.

Client agrees to pay \$ \_\_\_\_\_ as Company's fee for the service(s). Client agrees to indemnify and hold Company harmless from any and all losses, claims, damages, expenses or liabilities.

This is the complete agreement of the parties as to the subject matter hereof. Any changes in this Agreement must be in writing signed by both parties.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_