



FOR OFFICE USE ONLY:
REF No:

Language Line® Document Translation Service Order Form

INSTRUCTIONS: Complete and fax this form with the document to be translated to 1 800 648-0170. On the next business day you will receive a confirmation with the scheduled delivery time for your translation and a price quote if requested. If you do not receive a confirmation within 24 hours, please call us at 1 888 763-3364 or email to Translation@languageline.com. Charges will appear on your Language Line Services bill the following month if you are a customer. If you are not a customer, your charges will appear on your next credit card invoice. The document translation service addendum terms and conditions apply. Please call 1 888 763-3364 with any questions, Monday – Friday, 8 a.m. to 5 p.m. (Pacific Time).

MANDATORY CLIENT INFORMATION: Today's Date: _____ Send quote before proceeding

Organization/Company/Individual Name: _____

Phone Number: () _____

Fax Number: () _____

E-mail Address: _____

BILL MY ACCOUNT: Client ID Number (six digits): _____

Personal Code (or your name)/Access Code: _____

OR BILL MY CREDIT CARD: Name as it appears on the credit card: _____

Credit Card Number: _____

Expiration Date (month): _____

(year): _____

Credit Card:

American Express

Discover

MasterCard

Visa

DOCUMENT NAME/TITLE	NO. OF PAGES	FILE NAME	CURRENT LANGUAGE	TARGET LANGUAGE	COUNTRY OF ORIGIN OF NON-ENGLISH TEXT	DUE DATE*

*Standard turn around time is two business days but varies depending on length of document, language involved, layout, etc. We will contact you if your requested due date will incur a rush charge. Please note either the current or target language must be English.

Special instructions (formatting, file output, etc.): _____

DELIVERY OPTIONS: Please select one:

E-Mail E-Mail address: _____

Fax Fax number: () _____

Mail Mailing address: _____

Other Please specify: _____

AUTHORIZATION INFORMATION: By signing below you acknowledge you have read and agreed to the Terms and Conditions for Language Line® Document Translation Service.

Signature: _____

Print Name: _____

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