

Global Communication Solutions, LLC  
9028 Payne Farm Ln  
Dayton, OH 45458  
Toll Free: 1-888-716-3330  
Fax: 1-614-386-1484

**TRANSLATION SERVICES ORDER FORM**

**Instructions:**

1. Fill out and print this form
2. Make a photocopy of the document(s) that need to be translated
3. Fax the form and the photocopied documents to 1-614-386-1484

We will call you upon receipt of the fax to confirm delivery options and collect payment information.

**Contact Information:**

Date \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

**Project Information:**

Type of Document \_\_\_\_\_

Source Language \_\_\_\_\_

Target Language \_\_\_\_\_

Number of Pages \_\_\_\_\_

Special Instructions \_\_\_\_\_

Certified

Notarized

Number of Copies \_\_\_\_\_ Extra charge of \$10.00 per additional copy for more than 2 copies

**Delivery Options: check one**

USPS First Class  No extra charge

USPS Priority  Delivers within 2 days in most cases - \$3.00 extra charge

USPS Express  Guaranteed overnight delivery to most locations - \$15.00 extra charge

**Payment Options: check one**

Credit Card

Check

Postal Money Order