

Instructions and Order Form for Translation of Documents from Hebrew to English

Instructions:

- 1) Gather the originals of the documents that you want translated (If you do not have originals, you may send me certified copies of the documents).
- 2) For reference, print a current copy of the Translation Price List (available for download from <http://perryzamek.co.il>)
- 3) Fill in the required fields on the order form page. Please use the prices on the Price List.
- 4) Two copies of each translation, with translators certification, are supplied for the price shown on the Price List. If you require extra copies of any of the translations, please indicate how many extra copies you require. Please add 5 shekels for each extra copy.
- 5) Indicate the method for delivery, and, if necessary, add the relevant fee.
- 6) Please list, on the back of the form or on a separate sheet of paper, any names whose English spellings may not be obvious (for example, Guttman or Guttmann with 2 n's, Zipora or Tzipora, etc.).
- 7) Enclose a check made out to **Perry Zamek** for the full amount.
- 8) Send the documents, together with the check and the order form, to:

Perry Zamek
P.O. Box 6711
Jerusalem 91066

It is strongly recommended that you send the documents **by Registered Mail (*Doar Rashum*) or by courier** (courier delivery to: Perry Zamek, Moshe Schorr 5/5, Ramot Bet, Jerusalem 97232 – Tel. 054-7513819).

Your documents will be sent back to you about one week after I receive them (not including holiday periods). The actual time depends on the types of documents and how many there are.

If you have questions, call (054) 751-3819 (not on Shabbat) for assistance, or e-mail perryza@actcom.net.il. If you leave a message or e-mail, please make sure to leave a telephone number so that I can get back to you.

**Order Form for Translation of Documents from Hebrew to English
(For instructions, see page 1)**

Please fill in the following details clearly:

Name: _____

Address (for delivery of documents): _____

Telephone: Day: _____ Evening: _____

Mobile phone: _____

E-mail: _____

Are you working with a migration agent? Yes / No

If so, please supply your agent's name and e-mail address or telephone:

Please list the documents to be translated (if there are more than 8, please use the back of this form, or a separate sheet of paper)	Extra copies	Price (including extra copies)
---	--------------	-----------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Delivery Options:

- I will pick up the documents (no extra charge)
- Please send by registered mail (no extra charge)
- Please send by Post Office Courier / Express (Registered) –
Please add 50 shekels

Total payable:

Please list, overleaf or on a separate sheet of paper, the English spellings of names that appear on the documents.