

## 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, a current copy of the Translation Price List is available for download from [here](#) .
- 3) Fill in the required fields on the order form page. Please use the prices on the price list.
- 4) Translations, with stamp and signature will be sent by e-mail.
- 5) If you require printed copies of any of the translations, please indicate how many copies you require. Please add 5 shekels for each copy other than the first.
- 6) Indicate the method for delivery, and, if necessary, add the relevant fee. Note that, although the Post Office claims that courier delivery between the main centers is on a same-day basis, if lodged before 10:00 a.m. on a regular workday, there have been instances in which delivery took place on the next day. No guarantee is made for same-day delivery.
- 7) 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 Tzippora, etc.).
- 8) Send scans of the documents and the order form by e-mail to [Perry.Zamek@gmail.com](mailto:Perry.Zamek@gmail.com)
- 9) I will verify the pricing, and send details for payment (bank transfer, Bit, Pay, Paybox).

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 [Perry.Zamek@gmail.com](mailto:Perry.Zamek@gmail.com) . If you leave a message or e-mail, please make sure to leave a telephone number so that I can get back to you. If you send a Whatsapp message, please make sure to include your name!

**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<br>(if there are more than 7, please use the<br>back of this form, or a separate sheet of paper) | Extra copies | Price (including<br>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 65 shekels (International EMS or Registered  
Mail – check with me, please)

\_\_\_\_\_

**Total payable:**

\_\_\_\_\_

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