

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

Instructions:

- 1) Gather the documents that you want translated.
- 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 or digital certification 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.
- 6) Indicate the method for delivery, and, if necessary, add the relevant fee. I do not live in a community with a post office, so lodging mail may take a couple of days. Due to the need to make an appointment for registered mail, I will send the documents by Doar-24, which does not require an appointment.
- 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 Guttman with 2 n's, Zipora or Tzipora, etc.). If you have passports, please send the details page with the names.
- 8) Send scans of the documents and the order form by e-mail to Perry.Zamek@gmail.com
- 9) I will verify the pricing, and send details for payment (bank transfer, Bit, Paybox).

Your translations 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 I don't confirm receipt of the documents (this may be on the day after you send them), please call me on 054-7513819 to check.

If you have questions, call (054) 751-3819 (not on Shabbat) for assistance, or e-mail 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 (if there are more than 7, please use the back of this form, or a separate sheet of paper)	Extra copies	Price (including extra copies)
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_____	_____	_____
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Delivery Options:

- I will pick up the documents (no extra charge)
- Doar-24 (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.