

I am sending an e-mail, attaching the file, to: tamara@transtekusa.com.

The name of the file is: _____

I don't have an electronic file. You will receive the hardcopy document for the purpose of preparing the quotation via:

Regular Mail Courier Fax

The price-quotation should be based on the following:

of pages _____

of words _____ (if known)

From _____ Into _____ (Use space
(Source language) below if into more than one language)

Presently formatted on Software used
 IBM system or MAC system _____

Are there illustrations? If so, what program were they created in?

How would you like to receive the final output?

Unformatted, edited translation

Fully formatted translation, ready for printing

How would you like your finished documents delivered?

Just a hardcopy File by e-mail File On diskette

Is there a specific date when you will need these translations? If so please indicate below:

_____ (Specific date)

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Please list any special instructions here.

FAX COMPLETED FORM TO TAMARA AT 781-245-7993.