# BINDING ORDER FOR TRANSLATION / INTERPRETING

**Client:**  
Name / Company name: ......................................................  
Company ID / Date of birth: ......................................................  
Address / Registered office: ......................................................  
Contact person: ......................................................  
Phone / E-mail: ......................................................

Order number: ................................................  
Date of order: ............  
Date materials received: ............  
Method of submission: ☐ in person ☐ by e-mail ☐ by post ☐ other: ......................

****Service specification****  
Type of service: ☐ Translation ☐ Interpreting  
Type of translation: ☐ sworn (certified) ☐ non-sworn  
Purpose of translation:  
☐ civil registry documents (birth, marriage, death certificate)  
☐ school-leaving certificate / diploma  
☐ certificate for authorities and institutions  
☐ judgment / legal document  
☐ business documentation  
☐ technical documentation  
☐ other: ....................................................

Language combination: from ....................... into .......................  
Scope / number of standard pages / hours of interpreting: ............................  
Deadline for delivery / interpreting: ...................................................  
Method of delivery of translation: ☐ in person ☐ by e-mail ☐ by post ☐ other: ......................

Price: .................................................... CZK  
Payment terms: ☐ in cash ☐ by bank transfer ☐ other: ......................

Notes / special requirements:  
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**Client’s confirmation:**  
Signature: .............................. Date: ............

**Provider’s confirmation:**  
Signature: .............................. Date: ............