



TRANSLATION ORDER FORM *for companies or corporations*

Place and date: day month year

Registered Corporate Name:

Legal form:

Registered Head Office Address:

.....

City Zip code/ Postcode State or Province

Country

Tel. No.

Fax No.

Website:

Only for companies or corporations with a VAT Registration number issued by one of the member states of the EU: VAT Registration No.

ABOUT THE PERSON COMMISSIONING THE TRANSLATION in his/her capacity of legal representative of the above named company or corporation, in its name and on its behalf:

Name: First Middle Family Name.....

Position:

Name of own Branch Office (if not working at the Registered Head Office):

.....

Own Branch Office Address:

.....

City Zip code/ Postcode State or Province

Country

Tel. No.

Fax No.

Own office e-mail address:@

In my capacity of legal representative of the aforesaid company or corporation, in its name and on its behalf, I hereby commission *AZ Language Services di Alberto Zaccagnini* to carry out the translation identified below:

Title of Translation:

Topic:

Intended use of the translation (e.g. for personal/internal use only or for publication; documentation, advertising, legal purposes; other purposes; the likely reader and context of use):
.....
.....

Translation Reference Number attributed by AZ Language Services:

From: language into: language

Number of words of the source text (or characters of the source text, in case of translations from Japanese) as stated in the pertinent estimate issued by *AZ Language Services*:
..... words / characters.

DELIVERY FORMATS previously agreed with *AZ Language Services*:

please ✓ tick one or max. two of the boxes below:

- .doc (MS Word 97- 2003)
- .docx (MS Word 2007)
- Print the translation on paper (printing expenses borne by the client)
- Other (please specify).....

DELIVERY METHODS previously agreed with *AZ Language Services*:

please ✓ tick one or max. two of the boxes below:

- by e-mail attachment (our favourite method)

ONLY FOR TRANSLATIONS THAT YOU ORDER TO BE PRINTED ON PAPER:

- by fax (fax expenses borne by the client)
- by post (packaging and postal expenses borne by the client)
- Other (please specify).....

In my capacity of legal representative of the aforesaid company or corporation, in its name and on its behalf, **I hereby accept the following deadline for the translation's delivery as well as the following price of the translation, which are those stated in the pertinent estimate issued by AZ Language Services:**

Deadline Day..... Month..... Year.....

Total price (including the 4% social security surcharge in accordance with Italian law no. 662/96, as well as VAT where applicable): €

To read "[CASES IN WHICH, IN ACCORDANCE WITH ITALIAN LAW, VAT DOES NOT APPLY](#)", please click here.

VAT EXEMPTION SECTION

FILL IN THIS SECTION ONLY IF, AFTER READING "CASES IN WHICH, IN ACCORDANCE WITH ITALIAN LAW, VAT DOES NOT APPLY", YOU ARE CERTAIN THAT THE COMPANY OR CORPORATION YOU REPRESENT QUALIFIES FOR VAT EXEMPTION UNDER ITALIAN LAW. OTHERWISE, PLEASE CROSS OUT THIS WHOLE SECTION.

VAT EXEMPTION REQUEST

please ✓ *tick one of the boxes below:*

I hereby declare that:

- A²) The aforesaid company or corporation I represent has been incorporated and is based in Italy, and will use the translation identified above only outside the territory of the European Union.
- B²) The aforesaid company or corporation I represent is registered for VAT in a state of the European Union other than Italy.
- C²) The aforesaid company or corporation I represent has not been incorporated and does not have its registered office in one of the states of the European Union, and will use the translation identified above only outside the Italian territory.

I therefore hereby request **AZ Language Services di Alberto Zaccagnini** not to apply VAT to the translation identified above.

Signature of the person ordering the translation

Please print out all three pages of this Order Form, fill it in, sign it, and fax it to:

international: +39 055 47 51 52

from Italy: 055 47 51 52

or scan it and send it as an e-mail attachment to: info@azlanguage.it