



TRANSLATION ORDER FORM *for private individuals*

Place and date: day month year

ABOUT THE PERSON COMMISSIONING THE TRANSLATION:

Name: First Middle Family Name

Nationality:

E-mail Address: @

Registered Domicile Address:

City Zip code/ Postcode State or Province

Country

Postal Address (if different from Registered Domicile Address):

.....

City Zip code/ Postcode State or Province

Country

Tel. No. Fax No.

Website:

Italian "Codice Fiscale" (required only if you are a resident of Italy or if you do have an Italian "Codice Fiscale"):

Please fill in the box below only if you are registered for VAT in one of the member states of the EU:

VAT Registration No.:

LEGAL FORM of the individual business or firm under which you are registered for VAT (*i.e. "Sole Trader"*):

BUSINESS NAME under which you are registered for VAT (*required only if different from your personal name*):

ADDRESS OF YOUR INDIVIDUAL BUSINESS OR FIRM as registered for VAT purposes:

.....

City Zip code/ Postcode State or Province

Country

Tel. No. Fax No.

Website:

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 will be 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:

- to be sent as e-mail attachment (our favourite method)

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

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

I hereby accept the following deadline for the translation's delivery stated in the pertinent estimate issued by AZ Language Services: Day Month Year

I hereby accept the following price of the translation stated in the pertinent estimate issued by AZ Language Services: 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 YOU QUALIFY FOR VAT EXEMPTION UNDER ITALIAN LAW. OTHERWISE, PLEASE CROSS OUT THIS WHOLE SECTION.

VAT EXEMPTION REQUEST

I hereby declare that:

I am not requesting the translation identified above as "a private consumer residing in a state of the European Union other than Italy".

Moreover, I hereby declare that:

(please ✓ tick one of the boxes below)

- A¹) I am an Italian national, and I will use the translation identified above only outside the territory of the European Union.
- B¹) I am registered for VAT in a state of the European Union other than Italy.
- C¹) I am not a national of one of the states of the European Union, and I 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, then 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