



49 W 28th Street, FL 3, New York, NY 10001 - Ph (212) 603-9685

Please send back to: info@speakitalynyc.com

DATE _____ FULL NAME _____

ADDRESS _____ # _____

CITY _____ STATE _____ ZIP _____

MOBILE PHONE _____ HOME _____

TYPE OF SERVICE _____

AMOUNT OF PAYMENT \$ _____ *CHECK [] VISA [] MASTER CARD [] AMEX []

CARD NO. _____ EXP. _____ CVV _____

NAME ON CARD _____

BILLING ADDRESS (if different) _____

*For payment check, please send to Speakitaly NYC - 49 W 28th Street, FL 3, New York, NY 10001

CANCELLATION POLICY

TRANSLATIONS AND SPEAKITALY SERVICES FOR DUAL CITIZENSHIP

- 1) When a project is commissioned, the order cannot be canceled unless the cancellation email is received within 15 minutes.
- 2) If a document is rejected and needs to be submitted again, the commissioner must pay for new fees (shipping or time for a new appointment)
- 3) If the information provided turns out to be incorrect Speakitaly will bill for a new search. It is your responsibility to make sure it is all correct.
- 4) The data and documents that you provide will be used exclusively to be translated and to obtain documents if you need to be assisted in the retrieval of documents
- 5) Any of the data that we will collect from you shall be used in a correct, lawful, and transparent manner in order to protect your privacy.
- 6) We will not disclose any personal information to third parties except for the agencies involved in the process such as the Italian consulate, official agencies appointed by the Italian consulates, and US government agencies that are the repositories of the vital record documents involved.
- 7) Consultations: If you get all your questions answered before the type of consultation happens (phone or in-person), it is counted as completed. Orders can be voided within 24 hours only.

SIGNATURE _____