

**Quote**

The translation quote is based on language, size, and time frame.



**Initial contact/confidentiality agreement**

After the quote, client can send the document to us by mail, email to us and sign a confidentiality agreement



**Document review/analysis**

Determine specific requirements



**Client approval**



**Project management**

Selection of translators, terminology building, quality control/ quality assurance, formatting.



**Translation delivery/client review**



**Certified and notarized**

Translators will sign a certification upon the completion of each project  
Our translators are professional, native-speaking translators with specific knowledge in our clients industry.

Translations are reviewed and proofread by two professional translators and a project manager before deliver to you.

We will deliver your translation in the format you need:

MS Word (any version)	WordPerfect
Adobe PDF	RTF
Lotus WordPro	MS PowerPoint
MS Excel	PC or Mac format

Please feel free to contact us for an estimate on your translation project! Simply submit your documents and information using our user Quote form below. Our project manager will contact you within one business day with your free quotation. If you have any other questions, feel free to contact us and we will help you in any way we can.