



Providing a quotation for language services

Are you looking for a quotation for language services? Never used a translator before or have a specific question relating to my process? I know it can be daunting, so please use the contact form on my website or the email address or phone number provided to contact me directly with any questions or doubts you may have before quotation stage.

If you'd rather just get a quotation straight away, here's what you need to know:

Translation

The quickest and most accurate quotation method is to send me a copy of the document (or a sample if the document is large) and provide me with the following details:

- Length (number of words preferably, number of pages if you don't know the word count)
- Subject matter
- What the document is to be used for
- Urgency
- Certification requirements – if you require the translation for official purposes it is likely you will need some level of certification. Due to differing requirements, I am unable to provide comprehensive advice on what you may need, but I can provide the following:
 - Certified translation
 - Translation with statutory declaration
 - Notarisation (through a third party)
 - Legalisation (through the Foreign and Commonwealth Office)

I appreciate you may not be able to send the document immediately, but if you give me as much of this information as you can that will help me to give you the closest cost estimate possible.

Transcription

A quotation can only be provided once a full audio copy has been received, but in the meantime I can provide an estimate based on the following information:

- Length of audio file
- Number of speakers
- Is the audio clear or is it muffled/quiet/broken in places?
- Subject matter
- What the transcription is to be used for
- Do you require translation once transcription has been completed?
- Urgency

Editing/proofreading

Due to differing document requirements and quality, I will only be able to provide a quotation for editing and proofreading services on sight. I may be able to give a rough estimate based on:

- Length (number of words preferably, number of pages if you don't know the word count)
- Subject matter
- What the document is to be used for
- Urgency