



Quote to client
Certificate and related documents Translation

Hello,

Thank you for your email. In order to give you an accurate quote, we would like to know the following:

1. From which language to which language
2. Where do you plan to submit it?
3. When do you need it?
4. Do you need a Translator's certificate? (We can help you if you don't know)
5. Do you need a notary? (We can help you if you don't know)
6. Can you scan it and email it to us, so we can review and quote it accordingly, please?
7. Do you want to pick it up or have it ship to you after it's completed?

We take payment online now and you will get the document via email. You can pick it up at our office or we can ship it to you for \$10 extra.

If you want to proceed, please provide the following information:

- A. Your full name
- B. Address
- C. Phone

We will send you an invoice via Quickbooks and you can make payment online.



Fee Schedule for Certificates, diploma, driver's license, passport, and/or transcripts:

Item	Description	Estimate \$	Estimated Completion Date
1.	Document Translation from (xx language) to (xx language)	\$0.20-25 per word, minimum \$100-150 per page per project	1-2 business days
2 a.	Currency conversation (optional)	\$50/page	
2 b.	Report Card grading conversation (optional)	\$50/page	
3.	Translator's certificate (Maybe waived w/ condition)	\$50/page	
4.	Notary	\$15 / each	
5.	Delivery by PDF in email	Included	
6.	Pick up at the office	Included	1 business day
7.	Shipping & handling (optional by the client, under 1 lb)	\$10 (regular mail)	2-3 business days
8.	US Priority Express 1-2 business day, under 1lb	\$27	
8.	FedEx Ground Overnight, 1 business day, under 1 lb	\$40	