

# SIX-STEP GUIDE TO BUYING TRANSLATION SERVICES

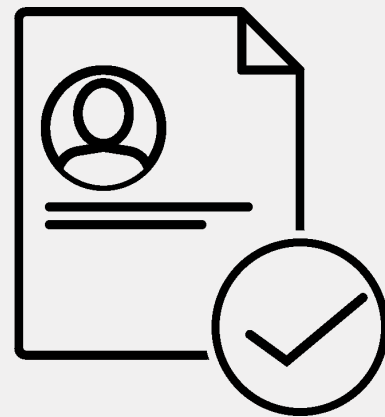


M.R. LANGUAGE SERVICES

[www.mrlanguageservices.com](http://www.mrlanguageservices.com)

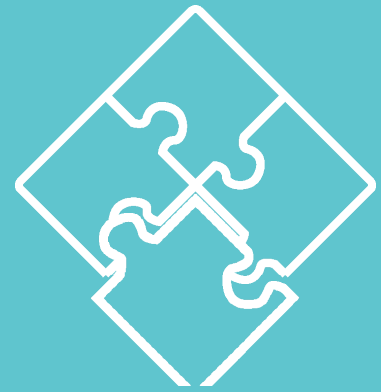


**THIS GUIDE IS DESIGNED TO WALK YOU THROUGH  
THE SIX EASY STEPS TO BUYING STRESS-FREE  
TRANSLATION SERVICES.**



# THE SIX STEPS





# 1. Getting your documents ready

Before sending your documents please:

- ✓ Check you have the final version of the original documents.
- ✓ Ensure all documents have been signed, dated and stamped accordingly and that there are no missing pages.
- ✓ Verify the documents are legible, especially handwritten ones.
- ✓ Confirm with the relevant authorities if all the requirements have been met before requesting the translation. Also, ask if the original document needs to be legalised/ apostilled before commissioning the translation.

# Your documents are 100 % confidential

I take confidentiality seriously. For detailed information on how your data will be treated please read my Privacy Policy at [www.mrlanguageservices.com/privacy-policy](http://www.mrlanguageservices.com/privacy-policy).





## 2. Submitting your documents

- ✓ Provide a high-quality copy of the documents. If you are submitting digital copies, use a scanner whenever possible.
- ✓ Ensure that all the sections that need translation are clearly legible in the digital copy. This includes any stamps or seals which appear on the documents.
- ✓ Confirm the timescales with the translator and the requesting authorities, especially if the translation needs to be notarised or legalised, or if you must meet an urgent appointment (for example, at a visa application centre).
- ✓ Be clear on how urgent you need the translations to be delivered and consider the courier services' delivery times for receiving your hard copies.

## 3. Receiving a quote

You will receive a detailed quote to your preferred email address. The quote will be valid for 14 days and will include:

- ✓ Project description. The name of the file and the format that you would like to quote, and any other relevant information you provided.
- ✓ Delivery. How the translation will be delivered and whether you require any hard copies sent to a UK postal address.
- ✓ Turnaround time. For small project this usually ranges from 2 to 3 days upon acceptance and completion of payment.
- ✓ Total cost. The total cost for the services you requested.
- ✓ Payment terms. Details on how to complete the payment (UK Bank Account or Pay Pal).

# 4. Completing payment

If you agree to the quote, please proceed to complete the payment.

Send me an email as soon as possible to let me know so I can get started on the project straight away.







## 5. Reviewing your documents

Once the project is complete, I will get in touch with you via email so you can review that all the details on the documents are correct.

Please allow some time to make sure you read the files carefully before confirming via email.

## 6. Delivering the final version

Once I receive your approval I will produce the final published version which will be sent via email or posted through Royal Mail.



# Your documents matter. Trust a professional

- Qualified English- Spanish translator
- Specialised in legal, business and scholarly translations
- 10+ years' experience providing a range of language services in Argentina, Chile and the UK
- Full member of the Chartered Institute of Linguists
- Member of the British Association for Applied Linguistics
- Co-convenor of the International Ecolinguistics Association
- MA in Linguistics & MA in Environmental Humanities



Mariana Roccia  
MA MA MCIL

# Questions?

Producing a tailor-made solution  
for you is my top priority.

I'm available to answer any  
questions you may have- no  
matter how many there are.

For more information, please visit:  
[www.mrlanguageservices.com](http://www.mrlanguageservices.com)

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