

BTS TRANSLATION SERVICES

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REQUEST FOR A QUOTE



THANK YOU for your request for information concerning the following work: _____

Name: _____

Company: _____

E-mail address: _____

Telephone number: _____

Address _____

Fax number: _____

Name of Document/Job title: _____

No. of pages: _____

Source language(s): _____

Target language(s): _____

Estimate number of words: _____

Do you require any of the following services:

Editing * Proofreading ** Desktop publishing

Job due date: _____

Comments: _____

How do you want it shipped?

client will pick up

email

regular mail

messenger

overnight by: US mail UPS FedEx

***Editing:** When a document is edited, it is sent to a second translator who will read, and adjust, where required, the translation of the first translator. A highly experienced and specialized translator usually performs this step. As not all translations require editing, BTS has split off this step from its normal service and will provide it upon request or where required. A separate charge applies for editing services.

****Proofreading:** When a document is proofread, the translation is compared word-for-word to the original document and checked for accuracy and completeness (e.g. omissions, correct spelling of words, names etc., numbering, of pages, paragraphs, bullet points etc).