



# GLOBAL<sup>®</sup> TRANSLATIONS & INTERPRETERS SERVICES INC.

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## TRANSLATION QUOTATION REQUEST FORM

KINDLY FILL OUT THIS FORM USING BLOCK LETTERING AND A BLUE OR BLACK INK PEN. THANK YOU.

*(To ensure an accurate estimate of the cost and time required to process, a copy of the original document must be submitted with this form. If the original document exceeds ten (10) pages in length, kindly contact our office for further instructions prior to your transmission.)*

Date: \_\_\_\_\_  
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(Source) Language(s) of the original text: 1) \_\_\_\_\_  
\_\_\_\_\_

(Target) Language(s) into which the original will be translated: 1) \_\_\_\_\_  
\_\_\_\_\_

Please identify the subject matter and/or type(s) of document(s) to be translated (e.g. birth certificate, divorce papers):  
\_\_\_\_\_  
\_\_\_\_\_

Please specify if you require the translation certified. If unsure, state the purpose for which the translation is required (e.g. school, immigration, an estate matter, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Time frame required for translation (3 - 5 working days / 2 – 3 weeks) / Specific due date: \_\_\_\_\_  
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Total document content: 1) Number of words: \_\_\_\_\_ 2) Number of pages: \_\_\_\_\_

How did you learn about Global's services (e.g. yellow pages)?  
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