

## Things to consider when requesting a translation

- Documents should only be provided in *final form*; we do not translate drafts.
- Providing a document that is clear and has been proofread prior to submission will facilitate the job of the translator. If there are ambiguities or errors, our office will contact you for clarification, which may delay the translation.
- Documents provided should be sent in *Microsoft Word* format; other types of files (PDFs) may not be accepted or result in delays.
- Avoid creating newsletters using “text boxes,” since they frequently move, obscuring some of the text and making the translation job time-consuming due to formatting issues. We will not format/reformat documents.
- Attach the document as an attachment instead of pasting it on the body of the email.
- When submitting a revised version of a document that has previously been translated, please provide a record of the revisions (i.e. an electronic file showing tracked changes, a list of the edits, etc.).
- Please note that we do not translate copyrighted materials unless the proper permissions have been obtained.
- We also do not translate third-party documents.
- We do not translate any Special Education Documents from IEP, FBA, BIP SAT meetings, or MET reports.
- The original source documents need to be provided along with any request to edit an already translated document.