**Translation project**

***Information necessary to the making of a quote***

**1°/ Type of document *(administrative, medical, legal…):***

***……………………………………………………………………………………………..***

**2°/ Approximate number of words and of pages:**

***……………………………………………………………………………………………..***

**3°/ Expected deadline of the project:**

***……………………………………………………………………………………………..***

**4°/ Do you prefer the project to be given back in its totality at the end or per segment? *(if per segment, please provide the quantity to be done and deadline for the segment to be completed)*:**

***……………………………………………………………………………………………..***

**Segment 1:**

**Segment 2:**

**Segment 3:**

**5°/ Do you need the translation to be a sworn translation? *(if yes, please provide the establishment’s name for whom the document is to be translated such as embassies or consulates, or any official administration):***

***……………………………………………………………………………………………..***

**6°/ How do you wish for the translation to be sent back?**

**By hand *(only available if in the same city and free of charge)*: yes no**

**By post *(please provide the full address to calculate the total cost of sending)*:**

**………………………………………………………………………………………………………………….**

**By email *(free of charge after the payment is received)*: yes no**

**6°/ Any other information we should know to make our quote as accurate as possible? ………………………………………………………………………………………………………………….**

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