

6 Steps in the Translation Process

1

Provide your Documents

If needed, we'll have a brief call to discuss your project. Then you'll email me the documents for translation.

2

Check

I will review your documents and reply as soon as possible, depending on when I receive them.

3

Plan

I will send you a plan with turnaround time, an itemized price (including any certificate fee, if required), and the total cost. If you agree, I'll begin.

4

Create

I will translate your document from Spanish to U.S. English, proofread, or create your content within the agreed deadline or sooner.

5

Delivery

I will deliver your project in your preferred format, after carefully proofreading it several times to ensure accuracy.

6

Approval

You will review and approve the work. If you have questions or need clarification, I'll make any reasonable adjustments at no extra cost.