

Additional Copies and Reissue of Completed Work

We're always pleased to hear from past clients and are very happy to help when you need additional copies of a translation we completed for you.

Once a project has been completed and delivered, any later requests for additional copies or reissued documents are treated as a new service request. This is because fulfilling these requests involves staff time and handling, even when the original work was completed months or years ago.

What this may include

Requests for additional copies may involve one or more of the following:

- Retrieving archived files from our secure systems
- Checking and preparing documents for reissue
- Printing additional hard copies
- Certification and official stamping
- Scanning and secure electronic delivery
- Postal dispatch (UK or international)
- Administrative handling and quality checks

All of these steps take time and care to ensure accuracy, confidentiality, and compliance with our quality standards.

Charges

A minimum administration charge of £40 + VAT will apply to the reissue of completed work. The exact cost will depend on what is required (for example, number of copies, certification, scanning, or postage). We will always confirm the price with you before proceeding, so there are no surprises.

Why we charge

Applying a fee allows us to:

- Allocate staff time appropriately
- Maintain high standards of accuracy and confidentiality
- Continue to offer a responsive and professional service to all clients

We believe this approach is fair and transparent, and it helps us continue delivering the level of service our clients expect.

If you have any questions or would like to request additional copies of a previous translation, please contact us and we'll be happy to help.