

# Personal Translation Packages

## Information & Prices

2018



If you need your diploma, CV, qualifications, or any kind of certificate translated by a *recognised professional organisation* who can also certify their translation, please do get in touch. Every day we supply translations which go off to the Home Office, Passport Office, Immigration Services, and Courts.

All our translators are fully qualified and only translate into their mother tongue. We will provide you with a signed and stamped letter, on our headed paper, certifying that Atlas Translations (a *member of the ITI and the ATC*) professionally translated your document(s).

We strongly recommend that you check with the authority to whom you are presenting the documents, (such as a Consulate), exactly which services are required **BEFORE** you proceed with the translation. In most cases, our letter of certification will suffice, however, please note that Atlas Translations accepts no responsibility for your decision.

Payment made by cash/MasterCard/Visa/Amex/Debit or bank transfer. Card payments can be made over the phone.

### Three Perfect Packages are available.

<b>CERTIFIED TRANSLATION PACKAGE £99 + VAT</b>	<b>NOTARISATION TRANSLATION PACKAGE £199 + VAT</b>	<b>LEGALISED PACKAGE £299 + VAT</b>
<ul style="list-style-type: none"> <li>• Initial consultation (phone, email or at our office)</li> <li>• Quotation in writing</li> <li>• Any copying of your document, flagging up any queries before translation (handwriting, illegible sections, names)</li> <li>• Translation up to 450 words</li> <li>• Checking in-house</li> <li>• Sending a draft for your approval</li> <li>• Certifying letter to show the translation has been completed by a professional translation company</li> <li>• First class UK postage (recorded)</li> <li>• Up to three photocopies</li> <li>• Keeping your document archived for a minimum of 6 years</li> </ul>	<ul style="list-style-type: none"> <li>• Initial consultation (phone, email or at our office)</li> <li>• Quotation in writing</li> <li>• Any copying of your document, flagging up any queries before translation (handwriting, illegible sections, names)</li> <li>• Translation up to 450 words</li> <li>• Checking in-house</li> <li>• Sending a draft for your approval before notarisation</li> <li>• Certifying letter to show the translation has been completed by a professional translation company</li> <li>• <b>Appointment with notary, attended by Atlas</b></li> <li>• First class UK postage (recorded)</li> <li>• Up to three photocopies</li> <li>• Keeping your document archived for a minimum of 6 years</li> </ul>	<ul style="list-style-type: none"> <li>• Initial consultation (phone, email or at our office)</li> <li>• Quotation in writing</li> <li>• Any copying of your document, flagging up any queries before translation (handwriting, illegible sections, names)</li> <li>• Translation up to 450 words</li> <li>• Checking in-house</li> <li>• Sending a draft for your approval before notarisation</li> <li>• Certifying letter to show the translation has been completed by a professional translation company</li> <li>• Appointment with notary, attended by Atlas</li> <li>• <b>Dispatch to FCO for legalisation/apostille</b></li> <li>• Tracking of documents</li> <li>• First class UK postage (recorded)</li> <li>• Up to three photocopies</li> <li>• Keeping your document archived for a minimum of 6 years</li> </ul>
<p><b>Additional costs:</b> special delivery postage, air mail postage, courier, multiple copies</p>	<p><b>Additional costs:</b> notarisation of more than one document, special delivery postage, air mail postage, courier, multiple copies</p>	<p><b>Additional costs:</b> notarisation of more than one document, special delivery postage, air mail postage, courier, multiple copies</p>

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All Prices Exclude VAT

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