

Request Document Translation

You can order translations through your Wordskii account. Simply log into your account on www.wordskii.com and select the 'Add new Booking' tab in the top right corner.

The screenshot shows the Wordskii booking interface. A red box on the left highlights the 'When do you need your booking to take place?' section, with an arrow pointing to the 'Future Booking' option. A red box on the right highlights the 'What type of service would you like to book?' section, with an arrow pointing to the 'Translation' option. Below this, another red box highlights the 'What department are you booking for?' section, with an arrow pointing to the 'Select a department' button.

When do you need your booking to take place?

- Now**
Request an On Demand booking
- Future Booking**
Request a booking for a future date or document translation

What type of service would you like to book?

- Face to Face**
Request an interpreter to attend in person
- Telephone**
Request an interpreter to connect via telephone
- Video**
Request an interpreter to connect via a video call
- Translation**
Request a written document translation

What department are you booking for?

Select a department

1. Choose 'Future Booking'

Choose the service you require: Translation

2. Fill in the form:

- First and last name
- Organisation
- Purchase Order Number (If known)
- Email & Phone number
- Translation from (language)
- Translation to (language)

3. Upload the file(s) you need translating

4. Add any additional information about your request regarding the translation, e.g. context, style and tone preferences, delivery instructions etc.

5. Submit your request

Your request will be sent to our translation team who will review your requirements and will contact you to provide further information.

If you have any further questions, please email the team directly at projects@word360.co.uk

Secure File Transfer

Our translation service uses a secure file share facility. We will also use your secure software if required. Please speak to our project manager when placing your order.

Delivery Lead Times

All translation requests will be processed using our standard delivery timelines as outlined below:

| | |
|--------------------|--------------------|
| Under 500 words: | 2-3 business days |
| 500 - 1000 words: | 3-5 business days |
| 1000 - 2500 words: | 5- 7 business days |

The above timelines are just estimates and the exact delivery time may depend on project complexity. Urgent and expedited services are available, but additional charges may apply.