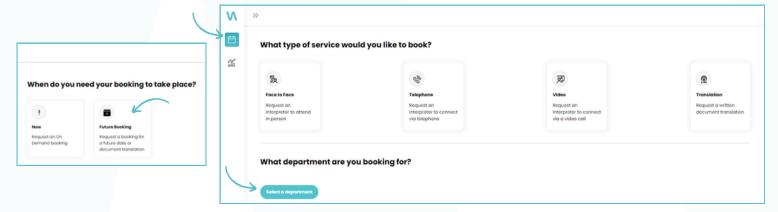
Request Document Translation



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.



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.