



World Language Access LLC

Document Translation

Quotation Form

Quote

INSTRUCTIONS: Complete and *fax* this form with the document to be translated to 1-888-359-9505 (Toll Free) or (503) 214-2888. ***On the next business day, you will receive the price quote requested.*** If you would like to send the documents electronically (please provide all your contact information as well) or if you do not receive the price quote within 24 hours after you sent a faxed Quote request, please email to sales@worldlanguageaccess.com or call us at 1-888-359-9505 (Toll Free) or (503) 214-2888. Our business hours are Monday –Friday, 8 a.m. to 5 p.m. (Pacific Time).

MANDATORY CUSTOMER INFORMATION

Today's Date:	<input type="checkbox"/> Second Quote Request on same project
Organization/Company/Individual Name:	Phone Number: ()
Physical Address:	
Fax Number: ()	E-mail Address:

PROJECT INFORMATION

DOCUMENT NAME/TITLE	NO. OF PAGES	FILE NAME	SOURCE LANGUAGE	TARGET LANGUAGE	DUE DATE*

RUSH DUE DATE

*Standard turn around time is two business days but varies depending on length of document, language involved, layout, etc. We will contact you if your requested due date will incur a rush charge. Please note either the source or target language must be English.

Special instructions (formatting, file output, etc.):

DELIVERY OPTIONS: Please select one:

- E-Mail E-Mail address:
 - Fax Fax number: ()
 - Mail Mailing address:
 - Other Please specify:
-

FOR OFFICE USE ONLY: Quote Number: _____