



UNIVERSITY TRANSLATORS

Legal Document Translation Checklist for Client

1. Scan or Photocopy original document so that the text remains legible; enlarge if necessary
2. Review scanned version or photocopy to make sure all text and seals are legible and visible on page.
3. Prepare any instructions and/or transliterations of proper names that will be needed during translation.
4. Fax document, instructions and contact info to 734-665-1345 Attn: Raquel **OR**
5. Email document, instructions and contact info to Raquel Deuel at <rdeuel@univtrans.com>
6. Please include Name, Phone and Email Address on your cover page or in your email message.
7. UTS will confirm receipt and email you a quotation within 24 hours.
8. Confirm receipt of quotation from University Translators Services.
9. Review quotation and call or email us with any questions.
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