



The Domestic and Foreign Missionary Society

Office of Communication

Request for Language Translation Services

Name of the Document(s)_____

Please indicate: Word Estimated # of words (In Word, please click on Tools, Word Count) _____

Is the document available in electronic format? Yes No Filename _____

PDF Fax Excel PowerPoint Webpage Other _____

Please note that working from documents other than Word/WordPerfect (Fax, PDF, Excel, PPT, etc) will slow down the translation process. If a document formatted as the original is needed, the Translator may add on an hourly editing surcharge.

Will the translator work with this document only? Yes No

Is this a Standing Order for translation services? (The current document and others, as may be needed in the future, will need to be translated) Yes No

If this a Standing Order, the Agreement should end by (Date) _____

Language pairs: English>Spanish English>French English> _____
 Spanish>English French>English _____>English

The translation is needed by (Date) _____ (Time) _____

Is this a Rush Order (Overnight, Week-end)? Yes No (Surcharge may be up to 50% more)

Requested by _____ Dept/Office _____

Phone: _____ E-mail: _____

Payment authorized by: _____ Account # _____

Phone: _____ E-mail: _____

(Signature) _____ (Date) _____

Usual translation rates range from \$0.14/Word up to \$0.22/word, depending on language pairs, the complexity of the document, formatting (Translation of a document with nested tables/indents, PDF, PPT, etc.) Surcharges for heavy editing and rush work will apply.

Rev. Thomas Mansella, Translation Services Coordinator, Office of Communication
 815 Second Ave, 2nd Floor, New York, NY 10017-4503 | P.O. Box 1521, Falls Church, VA 22041-0521
 800-334-7626 | 212-716-6045 | 703-310-6600 tmansella@episcopalchurch.org | www.episcopalchurch.org