

## TRANSLATION, INTERPRETATION, and TRANSCRIPTION LEGAL SERVICE (TILTS)

### Who Are We?

We are a group of professionals graduated from recognized institutions in the United States. Our staff include certified professionals or people with bachelors, masters, and doctorates in foreign languages, linguistics, and literatures and of different background, which is extremely important when it comes to interpreting the documents original language before beginning their translation.

### Mission

Our mission is to assist you translating, interpreting, writing, and editing your documents from English to Spanish and Spanish to English. We translate your birth, marriage and death certificates; your high school, bachelor, and your master diplomas. We can also help you interpreting documents you receive from court, from ICE, the landlord, the hospital, from the Division of Motor Vehicles (DMV), the Internal Revenue Service (IRS), your church, Etc. In addition, we assist you with in-court services, like going with you to your appointments in court for any reasons these might be, as for instance for a divorce, a traffic ticket, or for any other legal appointments you may have. Remember, we are here for you.

### Trust Policy

Thank you for your trust. Our "Trust Policy" does not allow us to share our work. Therefore, we solely rely on our kind customer's recommendations.

### Price per Word or for Page:

- Generally, we charge based on the number of words and the type of work been submitted. There are flat rates, regular rates, and specialized rates. Flat fees apply to documents less than 1000 words, divided as follow: a) For Documents ranging from 1-300 words, the price is \$40.00; the price is \$50, if it is a document with a "Specialized Language" or a "Legal Document." Examples of "Legal Documents" are but not limited to: birth or death certificates, court or DMV notices, divorce, school letters, married certificates, Etc. Examples of "Specialized Language Documents" are documents with five or more idiomatic expressions or "regionalisms" as in "Cuando venía corriendo, me agarró el chuchó y me mordió la babosada." "The dog attacked me and bite me when I was running," or a document with a phrase like: "Sabés qué vos, el bolado no estaba chiche de hacerlo" translated as: "You know what, the problem did not have a simple solution." A document with medical terms is also considered "Specialized Language."
- Documents of one to three pages ranging between 300 but less than 600 words, the price is \$60 per page, \$70 per page, if it is a Specialized or a legal document. For example, a regular three pages document \$180.00; the same document will cost \$210, if it is a special document.

- four pages document with more than 600 words but less than 1000, the price is \$.50 per page, \$60, if it is a specialized or a legal document. Thus, a four pages document is \$200, \$240, if it is a special or legal document.
- Regular Fees: This applies to documents greater than 4 pages over than 1000 words. The cost translation for these documents is \$ 45 per page, \$55, if it is a special document. For instance, a five pages document costs \$225, \$275, if it is a special or legal document. A six pages document or a 1600 words document cost \$270.00, \$330, if it is a legal document. A seven pages document or a 2000 words document cost is \$315.00, \$385.00, if it is a special document.

- Rush translation jobs cost 25% extra to regular rates.

### **Turning in Your Order and Time Delivery**

Just download your document in Word or in PDF, if you prefer, and send it to [aprendaespanol@gmail.com](mailto:aprendaespanol@gmail.com) or to [aznicholas54@gmail.com](mailto:aznicholas54@gmail.com). We'll have it ready for you within 24 hours, if it is between 3 or 4 pages long.

### **Cancelation Order Policy**

You'll get full or 100% reimbursement of your deposit, if you cancel the work within 8 hours, beginning at the time you submitted your order. After that, there is no reimbursement of your deposit: No exceptions.

### **In-Court-Assistance-Service**

For in-assistance-Service, the fee is \$100.00 per hour. We charge the whole hour, even if the session lasts just a few minutes or the entire hour. It is a- \$100.00-deposit due at the time request the service; the entire fee is due at the end of the session.

Make your request as soon as possible or within 24 hours so that we can serve you better. Also, make sure you tell us the nature of your in-service request to send you the right person.

## **Servicios Legales de Traducción, Interpretación y Transcripción de Documentos (TILTS)**

### **Misión**

Nuestra misión es ayudarle a traducir, interpretar, escribir y editar sus documentos del español al inglés o del inglés al español. Traducimos su acta de nacimiento, de matrimonio o de

defunción de algún familiar. De igual manera traducimos su diploma de secundaria, de su licenciatura o su maestría. También le ayudamos a interpretar documentos que ha recibido de la corte, de Inmigración, del DMV, del IRS, de la iglesia, Etc. Además, lo acompañamos a sus citas legales como al de una infracción de tráfico, de divorcio o con cualquier otra cita legal que tenga. Recuerde, estamos acá para ayudarle.

**Cláusula de privacidad**

Nuestra cláusula de privacidad no nos permite compartir nuestro trabajo. Por tal razón, dependemos directamente de la recomendación de nuestros clientes.

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