

# TRANSLATION QUOTE

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## From (Your Business)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Prepared For (Client)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Quote #:

Quote Date:

Valid Until:

Prepared By:

\_\_\_\_\_

Description	Qty	Rate	Amount
<i>e.g. Translation — EN to ES (per word)</i>	5000	\$0.12	
<i>e.g. Proofreading &amp; quality review</i>	1	\$150.00	
<i>e.g. Rush delivery fee (48-hour turnaround)</i>	1	\$100.00	

Subtotal \_\_\_\_\_

Tax ( %) \_\_\_\_\_

**TOTAL** \_\_\_\_\_

## Notes / Payment Instructions

*Tip: Bill per source word, not target word — the count is fixed before you start, so there are no surprises.*

\_\_\_\_\_  
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