Language Translation Process

Date Created/Updated:	2/2023
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When to Use:	When translating documents to another language

Spanish Translation: We have an agreement in place with Dan Hickman at Southeast Spanish. We utilize him for ALL Spanish translation (most affordable and quickest turnaround)

Dan Hickman PhD

Southeast Spanish, Inc

dan.hickman@sespanish.com

Instructions:

1. Email Dan Hickman (dan.hickman@sespanish.com) with request for quote of cost and completion date of translation. Attach an electronic copy of the document you are requesting to be translated.
2. Dan will reply to your email with quote information and a link to Southeast Spanish, Inc's payment website.
3. Click on link and follow payment instructions to complete your order.
4. Dan will email final translation of your document in quoted completion timeframe.

Translation for all other languages: We have an agreement in place with Affinity Translation for language translation services.

Affinity Translation | Denver Colorado | Nationwide Services

Instructions:

1. Use link to access website. Affinity Translation | Denver Colorado | Nationwide Services
2. Once on landing page of Affinity Translation website, click on the button "Request Translation Quote" in the top right corner.
3. Follow instructions to upload electronic copy of document to be translated, enter your contact information, and in the "message" field enter the language for translation of your document, and click the "upload" button.
4. You will receive a reply email from Affinity that your request has been received and an estimation for receiving a second email with a cost and completion timeline quote.
5. There will be instructions in the second email for accepting the quote and authorizing the translation. Follow the instructions for payment.