

Translations

Whether you have a personal letter, employee policy manual, real estate contract, birth certificate, international business contract or a municipal bond that needs to be in a different language, you can trust your document to INSTITUTO PANAMERICANO. With translators in over thirty languages, you can be sure that your document will be translated accurately into the desired language and that the confidentiality of its contents will be protected.

Our Translations Departments offers:

- Professional native speaker translators
- Customized formatting service
- Free initial quote by fax, phone, email or in person
- MS Word, Word Perfect, MS Publisher, Pagemaker, Quark, et.al.
- FAST normal turn-around of up to ten pages of text in three business days
- Express services available for documents needed immediately or sooner than normal turn-around time.
- Professional certification/notarization of translations.
- Additional final proof of document prior to printing at no additional charge.

What kind of documents can be translated?

INSTITUTO PANAMERICANO translators provide translations of all types of technical and non-technical documents. If you have a business, legal, industrial, medical, advertising or academic document, book manual or other text of any type, our professional staff is ready to review it and provide you with a quote and a quality translation.

What is the process involved?

When you bring in your document, you will be given a quote based on a word count/word count estimate of your document. If you decide you want your document translated at that time you will sign a form authorizing work to begin and pay an initial 40% deposit. Work on your document begins immediately thereafter. Balance is due upon receipt of the translated document.

How long does it take?

Documents less than three pages in length are ready the day after translation is authorized. Documents consisting of three to ten pages of text take three (3) business days from the moment translation is authorized and deposit is paid. Turn-around time for longer documents consists of multiples thereof. A rush fee is assessed for translations that are needed in less time.

Will my translation be certified?

Agency certification of translations is available at no additional cost. Notarized certifications are provided at fifteen dollars (\$15.00) per document certified.

How will my document look after it has been translated?

At INSTITUTO PANAMERICANO, our translators, editors and proofers work as a team to provide you with a professional and quality document.

Depending on your needs, you can receive straight text or for a formatting fee, you can get a document that exactly parallels your own document in the original language. For example, if you have a training manual in English and need it in Spanish, our translations department can ensure that the text in each page in the Spanish language manual matches the text in the corresponding manual in English. In this way, your training personnel can move back and forth from one language to the other, if necessary. Art work, charts and other material on your original document can be scanned into the translation or recreated.

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