

THE
**Provincial
Language Service**

How to Place a Translation Request

1

Source Document

Document to be Translated

- **Provide the document to be translated**

- We prefer to work with electronic files, but if an electronic file is unavailable or if the file cannot be emailed (due to confidentiality issues), you can fax the document or send it to us in hardcopy
- If you require desktop layout, please provide the design files and a PDF

2

Target Document

Translated Document

- **Determine language(s)**

- Eg. Quebecois French vs. International French
traditional Chinese vs. simplified Chinese

- **Determine format of the output document**

- Word, PDF, InDesign, PowerPoint, etc.

- **Determine translation turnaround time**

- 5-business days for documents that are 3000 words or less
- We can meet rush and extra rush timelines as well
- Desktop layout will take extra time

3

Quote

- **PLS will provide you with a free quote**

- Quotes are based on a per word rate for translation and editing. Translation is completed by a certified translator and edited by another certified translator

4

Contact Us

Phone 604.875.3402
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Email plstranslations@phsa.ca

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