



DOCUMENT TRANSLATION (SPANISH/ENGLISH) CHECKLIST

Please bring the following documents.

Client Information

- Full Name / Company Name
- Contact Information
- Preferred communication method

Document Information

- Type of document
- Original language
- Desired language
- Pages/words count
- Format (PDF, Word, Image, Other)

Purpose of Translation

- Immigration
- Tax Filing / IRS
- Legal / Court
- Business / Contracts
- Personal / Other

Supporting Documentation

- Original document (clear)
- Reference materials
- Special instructions (terminology, formatting, certified)

Delivery & Certification

- Delivery method (Email/Mail/In-Person)
- Certified translation needed?
- Deadline for translation

Additional Notes

- Ensure accurate names/dates/numbers/addresses
- Confirm formatting matches original



- Confidentiality and privacy
- Follow legal requirements for notarized translations