

Tara F. Chace, Ph.D.

Translations • Norwegian • Danish • Swedish

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Translation Services Form (See Terms at End)

Fill out this form completely so we can give you an accurate quote on the cost of your translation. Note there is a \$100 minimum charge. Then scan this form, along with a copy of your document to be translated, as a PDF file—do not fax. (Note: Any confidential information should be redacted from any copies you send.) Then, e-mail these scans to me at chace@seanet.com.

I. Client Information (Payer)

Your Full Name	
Company Name (if applicable)	
Billing Address	
Your Best Phone Number	
Your E-mail Address (one you check at least daily)	
Your Time Zone	
Where did you find out about us?	

II. Translation Information

What language is the document in? <i>(Note: I translate only into English; if you need a translation from English into another language, I can refer you to a translator who can help you.)</i>	<input type="checkbox"/> Norwegian <input type="checkbox"/> Danish <input type="checkbox"/> Swedish
What do you need the translation for? <i>(For example: immigration, employment, school, etc.)</i>	
How many pages long is the document to be translated?	
How many total words are in the document? <i>(If you can't do a word count in Microsoft Word, then estimate by counting the number of ALL words on the page with the most text, and multiply that number by the total pages.)</i>	
Does someone other than you own the copyright, if any, to the document(s) you are sending?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Do you need your translation notarized and certified (extra charges apply)? <i>(Certified translations cannot be e-mailed but must be printed and mailed.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure

III. Delivery Information

When do you need your translation by?	
In addition to a Word document sent by e-mail, do you need a printed copy mailed to you? <i>(Note: Certified translations cannot be e-mailed but must be printed and mailed.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
Do you need your translation sent by overnight mail (extra charges apply)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
If the delivery address is different from the billing address above, please print the delivery address here:	

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IV. Payment

<p>How will you be paying?</p> <p>By check made out to "Tara F. Chace LLC" and mailed to our address on the first page. <i>(Note: checks must be drawn on banks in the United States, Canada, or from other countries only with prior approval from Tara F. Chace LLC.)</i></p> <p>By bank transfer (transaction fees apply). Wiring instructions will be sent after receipt of your quote acceptance.</p>	<p><input type="checkbox"/> Check</p> <p><input type="checkbox"/> Bank Transfer</p>
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V. Terms

1. By accepting a quote or estimate, you expressly and irrevocably agree to pay for the translation or other project in full. Payment is due in advance or upon delivery or receipt.
2. Payments to Tara F. Chace LLC must be made in U.S. dollars by money order or check drawn on a bank in the United States or Canada or from another country with prior approval from Tara F. Chace LLC.
3. A refund will be issued only if the client has paid more than the cost of the translation provided by Tara F. Chace LLC. No refund is issued for canceled translations once the translation process has begun.
4. The client is solely responsible for abiding by all copyright laws in any or all countries of the world. We are not responsible for any infringement of copyright laws by clients. The client agrees not to hold Tara F. Chace LLC responsible for copyright infringement through their use of our translation services or the use of any copyrighted material not known to us.
5. Tara F. Chace LLC shall not be held responsible for any error in translation on our part. Any error reported to Tara F. Chace LLC will be quickly corrected and amended.
6. Tara F. Chace LLC reserves the right to refuse a translation.
7. The clients or any users of our translations service agree not to hold us liable for damages, harm, or financial loss caused directly or indirectly by their use of our translations or other services. The client agrees to be solely responsible for their use of our translation or other services.
8. The business between Tara F. Chace LLC and the client is considered completed after Tara F. Chace LLC has received payment from the client and the client has received the translation or other service.
9. The client agrees that it will not under any circumstances, anonymously or otherwise, post any comments or feedback whatsoever, positive or otherwise, about Tara F. Chace LLC, its principals, agents, employees, services, or otherwise in any public or publicly accessible forum, including especially but not limited to Web sites, without the express prior written consent of Tara F. Chace LLC.
10. Any dispute that may occur between Tara F. Chace LLC and the applicant shall be governed by the laws of the State of Washington and subject to the jurisdiction of the King County and/or City of Seattle court systems.
11. Prices are subject to change at the discretion of Tara F. Chace LLC.

VI. Client Certification and Agreement to Pay Contingent on Quote Acceptance

I hereby expressly certify that:

1. I understand that the quote that I will receive by e-mail will be valid for 5 business days after it is sent. If I accept the quote and want to proceed with the translation, I also understand that I must pay for the translation in full before the translation can start. If this prepayment is not made or otherwise arranged within another 5 business days, then I understand that the quote will expire and become invalid.
2. I understand that the Translator has the right to cancel or reschedule my translation project at his sole discretion until payment is made in full or until the quote otherwise expires and becomes invalid.
3. I have read, understood, and expressly agree to all of the terms listed on this form as well as the NOTIS document titled, "What Is a Certified Translation?" (included at the end of this Application);
4. My submission of this document for a quote and/or for translation is not in violation of any law, rule, or statute of any jurisdiction within the United States of America or of another jurisdiction under which the viewing, handling, using, reading, or publication of this document, quote, or translation now falls or may fall in the future;
5. I have the legal right or have the express legal authorization to allow the document being submitted for a quote and/or translation to be viewed, seen, read, and/or translated by others;
6. If signing on behalf of a legal person or for a person other than myself, have authorization to sign for that legal person or person; and
7. All information provided on this application is true and accurate to the best of my knowledge.

Applicant's signature: _____

Printed name (and title, if applicable): _____

Name of company or organization (if applicable): _____

Date and place: _____



What is a Certified Translation?

In the United States a certified translation consists of the following three parts:

- 1) The source-language (original) text
- 2) The target-language (translated) text
- 3) A statement signed by the translator or translation company representative, with his or her signature notarized by a Notary Public, attesting that the translator or translation company representative believes the target-language text to be an accurate and complete translation of the source-language text. Sometimes this statement bears the title "Certificate of Accuracy" or "Statement that Two Documents Have the Same Meaning." Some translators will attach a Curriculum Vitae to the notarized statement.

Please note that any translator and any translation company representatives, regardless of credentials, may "certify" a translation in this way. A translator does not need to be "certified" in order to provide a "certified translation." It is also important to realize that the Notary Public seal assures only that the signature is that of the person who presented him or herself to the notary. The Notary Public is not attesting to the accuracy of the translation.

What is a certified translator?

In contrast to many other countries, in the United States there is no federal or state licensing or certification for translators. There are some credentials available to translators working in some language pairs in this country, but they do not carry the same weight--in the market place or in the translation community--as federal licensing or certification in other countries.

The American Translators Association offers translator certification in some language pairs. ATA certified translators are required to specify the language pairs and directions in which they are certified. For example, a translator certified in German to English is not necessarily certified in English to German.

The Department of Social & Health Services in Washington State screens translators in several languages to translate DSHS materials. Translators who have passed this screening in a specific language pair may call themselves "DSHS Certified Translators."

The Translators and Interpreters Guild, a national organization of independent professional language translators and interpreters, announced in September 2000 that it will be offering TTIG Certification for translators.

Please note that there are many languages for which there is no type of certification or screening available in this country. There are many excellent, experienced translators who are not accredited or certified.

In the United States it is not necessary to be certified or licensed in order to provide a certified translation for official use.