

Frequently Asked Questions

What kind of services do you offer?

- ✓ English to Spanish Translation
- ✓ Spanish to English Translation
- ✓ Editing
- ✓ Proofreading
- ✓ Harmonizing
- ✓ Post-editing & Consulting

What do you translate?

- ✓ Medical and Pharmaceutical Documents
- ✓ Journal Articles and Abstracts
- ✓ Business Documents
- ✓ PowerPoint Presentations
- ✓ Marketing & Promotional Materials
- ✓ Magazine & Newspaper Articles
- ✓ Books (fiction & non-fiction)

How does the process work?

Each project goes through the following stages:

- ✓ Comprehensive study of the documents submitted
- ✓ Industry-Specific Terminology Research
- ✓ Translation drafts
- ✓ Formatting
- ✓ Proofreading
- ✓ Harmonizing
- ✓ Completion of project & delivery
- ✓ Client approval, follow-up, feedback and additional assistance if necessary

How long will it take?

Volume, complexity, timeframes and formatting will determine how long a translation will take; typically an average translation of 2000 words per day.

How can I facilitate the process?

To establish a quote, it is necessary to provide:

- ✓ Complete copies of document to be translated
- ✓ Timeframes and deadlines
- ✓ Target language (English or Spanish) and target audience
- ✓ Possible formatting requirements
- ✓ Available Industry-Specific glossaries
- ✓ Additional information pertinent to the project

What are your rates?

Rates are calculated based on source word, complexity, formatting and timelines.

A surcharge of 10-30% is added for Rush Orders and Special Formatting Requirements.

Additional fees apply for affidavits.

A Minimum Rate will apply for documents equal or less than 300 words.

What is next in the process?

A quote and purchase order will be provided for approval.

Return the approved signed quote and purchase order (Also can be scanned and sent in return).

A confirmation notification will be sent and translation will commence.

What forms of payment are accepted?

- ✓ US clients via EFT or direct deposit.
- ✓ International clients via International Bank Transfer* (*Additional fees may apply)
- ✓ A deposit may be required for new clients, foreign clients, rush orders, and high-volume projects.

About:

Advanced Spanish Translation is a niche English and Spanish language service that specializes in medical, pharmaceutical and business translations.

Hilda Lopez is an independent translator and pharmacist, fully bilingual in both the written and oral forms of English and Spanish. She has over 25 years of translation experience in both language pairs.