|  |  |
| --- | --- |
| [Company Name]  [Address] | Logo |

Translation Quote

Translation Quote

|  |  |  |
| --- | --- | --- |
| Date | Client: | Client Contact: |
| [Date] | [Client name]  [Address] | [Client contact] |

# Scope of Work

[Description]

# Deliverables

[File types]

# Our Fee

[Currency, price, taxes]

# Time Frame

[Delivery date/period]

# Conditions

**Additional Work:** Extensions of and amendments to the project as specified and which involve us in additional work, will be charged on a pro rata basis, at our standard rates, or at our minimum charge rates.

**Payment Terms:** Within 30 days from the date of our invoice.

**General Conditions:** As per our standard terms of trade [link].

**Quote Valid for:** 60 days.

# Quality Assurance

[Text]

Thank you for the opportunity to provide this quotation, and we look forward to your response. Please don’t hesitate to contact me directly should you have any queries regarding the project.

Yours sincerely,

[signature]

[Your name]

[Position]