

A guide to ordering certified translations

What is a certified translation?

Certified translations are carried out by translators authorised to translate official/legal documents by a certification body in the relevant country. In the case of Skapjana Translate & Create, this body is the [Swedish Legal, Financial and Administrative Services Agency \(Kammarkollegiet\)](#). Translators are certified in one or more language pairs, such as Swedish to English. In Sweden they are assigned a translator number and may stamp documents as proof of their certification.

When is a certified translation required?

Generally when a public authority or other organisation/company requests a certified translation of an official or legal document.

What should I bear in mind when ordering a certified translation?

1. **Please send all the documents you want translated so we can provide you with an accurate quote for the work (price and estimated delivery time).** Translators often charge (at least partially) by the word, so we need to know how many words the documents contain.
2. **Please scan in – rather than take a photo of – your documents and save them in PDF format.** This is to ensure they can be recognised by OCR software so that the text can be extracted and the layout easily reproduced, saving time and lowering the cost for the customer. If the documents were originally in electronic format and you have access to the originals, please send these instead.

What is included in the price of a certified translation?

The price includes:

- Translation
- Layout corresponding to that of the original document
- Administration (printing, stamping, signature, scanning of stamped documents)
- Postage (regular postage within Sweden; other postage will be charged for at cost price)
- Transfer of scanned files (usually to your email address)

How long will the translation take?

This varies according to the number of words, the complexity of the texts, the quality of the originals sent for translation (if they are of poor quality, it may be necessary to recreate the documents from scratch), the complexity of the layout and the current availability of the translator. An estimated delivery date will be stated in the quote. This date may change depending on when the order is ultimately placed.

What happens after delivery?

You will receive an invoice on or shortly after delivery (terms of payment 30 days net). After about a week you will be asked to confirm that you have received the translated documents electronically and as paper copies. The files are then deleted.

Any other questions?

Don't hesitate to contact Skapjana Translate & Create!

info@skapjana.com

Skapjana
Translate & Create