MOSAIC
TRANSLATION SERVICES
1522 COMMERCIAL DR., VANCOUVER, B.C. CANADA V5L 3Y2
TEL: 604-254-0469 • TOLL FREE: 1-877-475-6777 • FAX: 604-254-2321 • WWW.MOSAICBC.COM

PERSONAL TRANSLATIONS

Services available

regular: 5 working days, or
rush service: minimum 2 working days

Rates for translation

The rates charged depend on the type of service requested and are always based on the English word count:

REGULAR SERVICE		RUSH SERVICE	
NUMBER OF WORDS	CHARGE	NUMBER OF WORDS	CHARGE
1 - 125 words	$35.00	1 - 125 words	$50.00
126 - 210 words	$40.00	126 - 210 words	$60.00
211 - + words	$0.20/word	211 - + words	$0.30/word

These rates do not apply to translation of documents of commercial or corporate nature. There is an additional cost for typesetting and layout into some non-Roman based alphabets (Chinese, Japanese, Korean, etc.). The charge is $40.00 per page of the original document, or more, depending on the complexity of the layout.

What to do when in need of translation

The following is the standard procedure for placing a request for translation services:

Bring your documents to MOSAIC Translations Department at the following address:

2nd floor - 1522 Commercial Dr.
Vancouver, B.C. V5L 3Y2
Phone: (604) 254-0469
Office hours: Mondays 9:00 am - 6:00 pm
Tuesday-Friday 9:00 am - 5:00 pm

Our customer service worker will provide you with a cost estimate which will be based on an estimated number of English words. Please note that the final price will reflect the actual English word count in the translation and consequently the price may be higher than estimated. Should you decide to have your documents translated, you will be asked to leave 65% of the estimated price as a deposit for the translation. The payment may be made by cash, Visa, MasterCard, or Interac. A deposit receipt will be issued and it will contain the information about your translation (amount paid, pick up date and time, the rates that will apply to your translation, etc.).

Unless otherwise requested, the final output will be certified translation/s, printed on MOSAIC Translation Department letterhead and accompanied by a copy of the source document and a signed translator's declaration confirming the accuracy of the translation.

TO OBTAIN COPIES OF THIS LEAFLET IN OTHER LANGUAGES, PLEASE CONTACT OUR OFFICE AT (604) 254-0469 EXT. 223

[English – February 2010]