

REQUEST FOR TRANSLATION SERVICES

All translation requests must include this form. Please fax form to: (402) 559-6493. Translation charges are estimated at 25 cents per word. Charges will be assessed for all projects. Turnaround time is approximately three weeks. Contact Athena Ramos at (402) 559-2095 for more information.

Date: Date Needed:

Title of Project:

Principal Investigator Name:

Address:

Phone: Fax: E-mail:

Person Requesting Services:

Phone: Fax: E-mail:

Project Funding Source:

Federal: NIH Federal: Other State/Local Industry Internal/UNMC

WBS/Cost Center:

IRB Approved: Yes Approval # No Not Applicable

Translation Type: Forward: English to Spanish Backward: Spanish to English Both

For Administrative Use Only

Fee for Service _____ # of Words Estimated Cost: \$ _____
 No Charge

Estimated Date of Delivery _____

Translator(s) Assigned:

Name _____ Signature _____
Date Completed: _____

Name _____ Signature _____
Date Completed: _____