

# QUOTE FORM



Salutation: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐ Other: \_\_\_\_\_

Full Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Mailing Address: ☐ Business ☐ Home

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Telephone Number (please include country code): \_\_\_\_\_

Daytime Fax Number (please include country code): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Original Language of Material: ☐ English ☐ Other: \_\_\_\_\_ # of Target Languages: \_\_\_\_\_

Please list all anticipated Target Languages / Countries: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list any time frames associated with the project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please list your target audience and intended use for the translation(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please indicate which of the following GlobaLink services you are considering for your project:

☐ Translation ☐ Regional Verification ☐ Typesetting / Design ☐ Printing / Delivery

Please indicate which of the following documents you are including with this quote form:

☐ a Representative Sample ☐ the Entire Document

Thank you for contacting GlobaLink Translations Ltd. We will send you an estimate as soon as possible.