



Translation Department Request for Services Form

School:

Date:

Person Requesting Services/Position:

Phone/Ext.:

Email:

Please choose if the services requested are for Interpreting or Translating

Language:

Portuguese

Spanish

Type of Service:

Interpreting (oral)

Translation (written)

Type of Event:

Name the document:

Date of event:

Needed by?

Time of event:

Will simultaneous translation devices be needed?

Yes

No

Turnaround time for translation of documents is as follows:

- 5 or less pages – within 5 school days
- 6+ pages - turnaround time will depend upon the size of the file to be translated.

****All documents are translated in the order they are received. ****

Comments:

Once the form is completed, please email it to:

Portuguese: translationsportuguese@mps-edu.org OR

Spanish: translationsspanish@mps-edu.org

Please only include the documents that need to be translated.