

Translating Services Information Pack

Co.As.It., true to its mission of providing services to enhance the quality of life of the community, provides translating services from Italian into English and English into Italian to facilitate effective and meaningful communication between individuals and/or organisations.

Our translating services are provided by accredited NAATI translators and/or native speakers which guarantee a high level of customer satisfaction.

All of our translators are bound by the Co.As.It. Code of Conduct and by the Co.As.It. Privacy and Confidentiality Policy and Procedure.

Please provide us with a copy of the translation or the approximate length and topic of the translation (type of text), as well as the required turnaround period.

Price list

Personal Documents	Italian–English, English–Italian
Birth Certificate Death Certificate Marriage Certificate Divorce Certificate Drivers Licence Police Clearance Certificate	\$69
Apostil	Add \$5 to above fee
Standard Documents	Per 100 Words
Letters Contracts Legal Websites	\$60
Medical Technical Literary	\$65
Minimum fee	\$60
All Other Material	(Proof Reading And Affidavits)
Translations upon request	As per quote

Rush fee – Translations requiring quick turnaround will incur additional charges.

Translation Service Request

Date

Name and surname

Address

Phone

Email

Description of document(s)

Pay by: Cash

Cheque

Visa

Mastercard

Card number

Expiry date

Cardholder's name

Amount \$

Signature

Send form and a copy of the translation with payment to:

learning@coasit.org.au

Fax: (02) 9569 6648

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