Requesting translation of a document

1.

Visit our **website**: http://blogs.extension.wisc.edu/oaic/

2.

Click the chat icon.

3.

Fill out and submit our request form.

4.

You will receive a confirmation email from our team within 2 business days. Our email will ask for your source documents and any additional information we may need.

5.

Once we receive your documents, we will send them to our translation vendor.

6.

After the vendor returns the translated project, our team reviews and proofs the documents to ensure completeness, accuracy, and quality.

7.

We deliver your translation project via email and make sure you are able to open the documents and access the content. If there are no additional questions related to your project, our team closes out your request.

Extension
UNIVERSITY OF WISCONSIN–MADISON