

Ordering a patent translation

If you would like to place an order with us for the translation of a patent text, please use the guide below to help us to handle your request as efficiently as possible.

Placing your translation order

In order to process your translation order, we will need to know the following information:

- If you require **all** or **part** of the document to be translated
- The **language(s)** you would like your patent translated from and into
- The **date** you would like us to return the translation to you
- Your **reference numbers** relating to the translation order
- Who you would like us to return the translated text to
- If you have any **term lists** or **vocabulary** that you would like us to use in the translated document

When placing your translation order, please also let us know if you require:

- A translation of a **cover page** and/or **search report**
- Adaptation of **figures**
- Any particular **formatting** (e.g. *page-for-page, formatting for national patent office*)
- **Certification/verification** of translation (*please see checklist*)

Documents for translation



When sending electronic copies of the documents to be translated, it is helpful if you can provide:

- An editable version of the text for translation (e.g. *Word document*) if one is available
- A copy of any figures relating to the document to be translated
- In the case of comparison translations, a copy of the text that you wish us to use as the basis for our translation

If you send us a copy of the text for translation in different formats, please tell us which is definitive for checking purposes.

If the document for translation contains tracked changes, please tell us whether you would like us to accept these or reproduce them in the final document.



Certification/verification of translation

To produce a certificate/verification of translation, we will need to know the following information:

- What **type** of certification/verification you require
- The **country or countries** in which the certification is to be used
- The **type of document** to be certified (e.g. *German Patent/PCT application*)
- The **official reference numbers** and **dates** to be included on the certificate
- How you would like to receive the certificate (e.g. *pdf copy by email, hard copy in the post or by courier*)