

Translations for companies and other official entities

- Contracts, memorandums of association and other legal documents
- Employee Handbooks
- Technical Manuals
- Website Content
- Software Content
- Brochures & Catalogues
- Tenders
- Reports
- Procedures
- Articles
- Utility bills

Translations for private individuals

- Birth and death certificates, school leaving diplomas, University degrees, transcript of grades and results etc.
- Marriage certificates and divorce decrees and all types of other documents
- Translation of academic assignments and dissertations

Proof reading a text or translation

The translator reviews a text or translation, to ensure that there are no grammatical, spelling or punctuation mistakes. Syntax is also checked and corrected.

Translation Certification

Sworn/ Certified Translations:

Following the enactment of the Sworn Translators (Registration and Regulation) Law, (Law 45(I)/2019) in the Republic of Cyprus, as from 1st July 2019 our company is in a position to provide sworn translations, to be provided by sworn translators registered in the Register of Sworn Translators, kept with the Sworn Translators Registration Council, as provided by the above law.

Language combinations:

- Greek into English and vice versa
- Greek into French and vice versa
- French into English and vice versa
- Italian into Greek and English

Delivery of translations/ Deadlines

Any delivery date or dates become binding upon agreement between the translator and the client and only after the translator has seen the source text, sent a quotation to the client and received complete instructions from the client as well as his confirmation in writing.

Timelines for completion of language translation services are flexible and will be determined on a case by case basis, depending on the scope and complexity of the original text.

No translation work may commence unless the client's confirmation has been received in writing. A down payment is required for large translation assignments, which is not refundable in the event of cancellation by the client. Full settlement, in advance of service, is required in almost all cases.

Receipt and dispatch of translations

The documents for translation may be delivered to our premises in person or you may send them to us by courier from all over Cyprus.

Upon the completion of the translation, you may either collect it from our premises or it can be dispatched to you all over Cyprus by private courier, for a small charge.

Also, you may send us your texts/ documents electronically via email in the first instance, to send you a quotation with a fee estimate and time of completion.

For more information, please send us an email at the first instance, describing your request or call us to discuss your translation requirements.

Settlement of invoices

It is our policy not to deliver any translations unless the relevant invoice has been fully settled in advance. However, in the case of assignments of a considerable length, a different way of settlement may be possible, upon agreement with the client. In all cases, a down payment shall be required.