

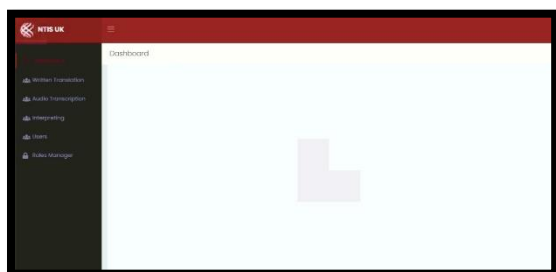
Booking with NTIS UK at www.ntiservices.org**1. New client registration 1**

To register as a new client through our portal ntiservices.com, please select one of the following services REQUEST TRANSLATION or BOOK AN INTERPRETER.

Select 'Register as new client', fill the registration form with all the requested details, and confirm you have agreed to our terms and conditions.

Please make sure you insert the correct details for each section.

After you submit the request of registration, you will be provided with a username (it will be sent at the email address you provided) and any time you wish to log in, you will be asked to insert the username together with the password you created. (Please make sure to remember the password as you will be asked to insert it when submitting/editing any booking request.

1. Choose the service**3 .Main page: choose the service****2. Register**

You can now choose between the following services:

2. Interpreting

- 2.1. Requesting quote for interpreting services
- 2.2. Editing/cancelling quote request
- 2.3. Accepting quote & proceeding with booking request
- 2.4. Rejecting quote
- 2.5. Placing interpreter booking request without quote

3. Written translation

- 3.1. Requesting quote for written translation
- 3.2. Editing/cancelling quote request
- 3.3. Accepting quote & proceeding with translation
- 3.4. Rejecting quote
- 3.5. Placing written translation request without quote

4.Audio/Video transcription

- 4.1. Requesting quote for audio/video transcription
- 4.2. Editing/cancelling quote request
- 4.3. Accepting quote & proceeding with transcription request
- 4.4. Rejecting quote
- 4.5. Placing audio/video transcription without quote

PLEASE NOTE YOU CAN CHECK THE STATUS OF ALL THE REQUEST YOU SUBMITTED BY LOGGIN IN AND CLICK IN THE RELEVANT SECTION (WRITTEN TRANSLATION/AUDIO TRANSCRIPTION/INTERPRETING)

2.Interpreting:

If you wish to book an interpreter or request a quote, please select "BOOK AN INTERPRETER" -LOG IN - choose "INTERPRETING" and on the top right of the page select "ADD INTERPRETING"
You will be required to insert the booking details in the relevant sections and If you wish to submit a document, you can do it by clicking in "Choose file".
You can now decide if to go ahead with the booking (Confirm Request) or simply request a quote.
Please agree to our term and condition before you submit your request.

2.1. Requesting quote for interpreting services

Please select BOOK AN INTERPRETER – LOG IN - choose INTERPRETING and select ADD INTERPRETING.
Fill the form in all the relevant section, and then click on "submit quote".
We will receive your request, and we will provide you with the quote at our earliest.
You will receive a notification that the quote will be attached, and you can check it by clicking in the orange button "Request details".

Please note that your request will appear as PENDING until it will be accepted.

2.2. Editing/cancelling quote request

You can edit the quote request at any time, by clicking on the "EDIT" yellow button at the left of your request.
You can change the details you wish in the relevant section.
Please note you will be asked to insert your password and username again when you submit the request.
You will also be asked to provide a reason for the change made.
We will re-process the request and we will send you the revised quote at our earliest.
If you wish to cancel the quote, please click on the red button "CANCEL" on the left of the screen.
You will be asked to insert your password and provide a reason.

2.3. Accepting quote & proceeding with booking request

If you wish to accept the quote, please select "accept quote" in relevant section.
We will allocate the interpreter and provide you with the booking confirmation (Sales Order) at our earliest.
You can change the details of the booking anytime, by clicking on the yellow button "EDIT".
We will then send you the confirmation with the updated sales order for your record.
You can check the status of your request any time by logging in and select "INTERPRETING".
The status of the request will be shown in this page.

2.4. Rejecting quote

If you don't wish to go ahead with the provided quote, please select "reject quote". Please note that you will be asked to provide a reason.

2.5. Placing interpreter booking request without quote

You can simply log in and request to book an interpreter without submitting a quote request. This can be done by selecting BOOK AN INTERPRETER - LOG IN – Choose "INTERPRETING", then select ADD INTERPRETING.

Choose between telephone/video conference or face to face assignment, fill the form with relevant details, and select "confirm request".

Your request will be processed, and a booking confirmation (sales order) will be attached to the booking request.

You can check the status of your request any time by logging in and select "INTERPRETING". The status of the request will be shown in this page.

3. Written translation

If you wish to translate a document, click on REQUEST TRANSLATION – LOG IN – choose WRITTEN TRANSLATION and at the right top select ADD WRITTEN TRANSLATION.

Fill the form with the relevant details (File Ref, Client's name and language), submit your document/s, and click on "submit request".

3.1. Requesting quote for written translation

Please click on REQUEST TRANSLATION – LOG IN – Choose WRITTEN TRANSLATION and select at the right top "ADD WRITTEN TRANSLATION".

Fill the form in all the relevant section and click on "submit quote".

We will receive your request and will revert to you by attaching the quote at your request.

When the quote will be attached to the request, you will receive a notification and you can check it by logging in the website and select "Written translation".

In this page you can check the status of all your request and check the documents by clicking on "REQUEST DETAILS"

3.2. Editing/cancelling quote request

You can edit the quote request at any time, by clicking on the "EDIT" yellow button at the left of the quote request. You can change the details e/or add any further documents.

Please note you will be asked to insert your password and username again when you submit the change request.

You will also be asked to provide a reason for the change made.

We will re-process the request and we will send you the revised quote at our earliest.

If you wish to cancel the quote, please click on the red button "CANCEL" on the left of the screen.

You will be asked to insert your password and provide a reason.

3.3. Accepting quote & proceeding with translation

If you wish to accept the quote, please select "accept quote".

We will allocate the translator and once the translation will be completed, we will send you the translated documents together with an invoice.

You will receive a notification every time a document will be attached to your request, and you can check it by simply logging in, select WRITTEN TRANSLATION and click on REQUEST DETAILS

3.4. Rejecting quote

If you don't wish to go ahead with the provided quote, please select "reject quote". Please note that you will be asked to provide a reason.

3.5. Placing written translation request without quote

You can simply log in and request to translate your document without submitting a quote request.

This can be done by clicking on REQUEST TRANSLATION – LOG IN – Choose WRITTEN TRANSLATION, then select ADD WRITTEN TRANSLATION.

Fill the form with relevant details, attach your document, and select "confirm request".

We will allocate the translator and once the translation will be completed, we will send you the translated documents together with an invoice.

You can find and check the status of your request by clicking on WRITTEN TRANSLATION.

You will receive a notification every time a document will be attached to your request, and you can check it by logging in the website, choose WRITTEN TRANSLATION, and select REQUEST DETAILS.

4.Audio/Video transcription

If you wish to transcribe an audio/Video file, you can log in the website by clicking on REQUEST TRANSLATION – LOG IN – Choose AUDIO TRANSCRIPTION, then select at the right top "ADD AUDIO TRANSCRIPTION.

Fill the form with the relevant details (File Ref, Client's name and language), submit your audio/video files, and click on "submit request".

3.1. Requesting quote for audio transcription

Please click on REQUEST TRANSLATION – LOG IN – choose AUDIO TRANSCRIPTION and select at the right top ADD AUDIO TRANSCRIPTION.

Fill the form in all the relevant section, attach the files, and click on "submit quote".

We will receive your request, and will revert back to you by attaching the quote at your request.

When the quote will be attached, you will receive a notification, and you can check the quote by logging in in the website and select "Audio Transcription".

In this page you can check the status of all your audio transcriptions' request and check the documents by clicking on "REQUEST DETAILS"

3.2. Editing/cancelling quote request

You can edit the quote request at any time, by clicking on the "EDIT" yellow button at the left of the quote request. You can change the details e/or add any further audio/video files.

Please note you will be asked to insert your password and username again when you submit the change request.

You will also be asked to provide a reason for the change made.

We will re-process the request and we will send you the revised quote at our earliest.

If you wish to cancel the quote, please click on the red button "CANCEL" on the left of the screen.

You will be asked to insert your password and provide a reason.

3.3. Accepting quote & proceeding with transcription

If you wish to accept the quote, please select accept quote.

0203 950 7188 or 0161 795 3377

admin@ntiservices.org

We will allocate the translator and once the transcription will be completed, we will attach it together with an invoice.

You can check the status of your request in the section AUDIO TRANSCRIPTION. All your requests will be shown here.

You will receive a notification every time a document/file will be attached to your request, and you can check it by simply logging in, select AUDIO TRANSCRIPTION and click on REQUEST DETAILS.

3.4. Rejecting quote

If you don't wish to go ahead with the provided quote, please select "reject quote".

Please note that you will be asked to provide a reason.

3.5. Placing written translation request without quote

You can simply log in and request to transcribe your audio/video file without submitting a quote request.

This can be done by clicking on REQUEST TRANSLATION – LOG IN - choose "AUDIO TRANSCRIPTION", then select AUDIO TRANSCRIPTION.

Fill the form with relevant details, attach your document, and select "confirm request".

We will allocate the translator and once the translation will be completed, we will attach you the transcribed files together with an invoice.

You can check the status of your request in the section "AUDIO TRANSCRIPTION".

You will receive a notification every time a document/file will be attached to your request, and you can check it by simply logging in select 'AUDIO TRANSCRIPTION and click on "REQUEST DETAILS".