

HOW TO REQUEST SERVICES

Interpretation and Translation Services

Method 1: via Email

Email: Please email your interpreter request/ document(s) to:

amir@ktl-communications.com (cc) elnady@ktl-communications.com

Method 2: via Online Form

Web form: <https://www.ktl-communications.com/copy-of-contact>

Method 3: via KTL Portal

KTL Portal - Protemos: A free account will be created for each department, and a link will be sent to them for registration via a simple form. Upon completion, they will have the ability to log in and submit translation – Interpretation requests. A short 1-minute training video will be sent to those interested. Benefits include:

- Request Quote(s)
- Accept/Reject Quotes
- Track Projects
- Approve/ Reject Projects
- Share Source File(s)
- Download Target File(s)
- Track Finances
- Download usage Reports

For all requests, we need the following information:

Translation	Interpretation
<ul style="list-style-type: none">○ Source and target language(s)○ Word count or page count (optional)○ Desired turnaround time○ Formatting requirements○ Certification needs (if any)○ Contact details	<ul style="list-style-type: none">○ Requestor's name and contact info○ Language required○ Type of interpretation (On-site, Video Remote, Telephonic)○ Date and time of appointment○ Duration○ Location (for on-site)○ Subject matter or type of appointment○ Any special instructions or security requirements