

## Service Fees, Schedule & Quality Control

My policies on English-to-Chinese or Chinese-to-English language translation and interpreting services, and on Chinese or English writing service are discussed in this page.

### Code of Ethics, Professionalism, Confidentiality, Intellectual Property Rights and Obedience to Laws and Regulations of the Government

1. I strictly abide by the spirit of the [American Translators Association Code of Ethics and Professional Practice](#) and its associated [Commentary](#), as well as all acceptable industry practices on quality standards listed in the Wikipedia article titled [Translation Quality Standards](#).
2. All transactions, correspondences, and content of translated documents or written documents will be kept in strict confidentiality to protect the privacy and business secrets of the clients.
3. The intellectual property rights of all clients will be strictly respected in accordance with the United States and international laws, regulations and industry practices.
4. All business transactions related to my professional services will be conducted in strict obedience to the laws and regulations of the government authorities of United States, the State of California, and the County of Los Angeles; and there shall be ZERO tolerance to any

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violation thereof based on any "hidden rules" or "cultural practice" of any ethnic/national, civic or political group(s).

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## Service Fee for Language Translation and Interpreting

### Hourly charge for oral interpreting service:

\$35/hour (minimum charge for 3 hours or \$105).

### Hourly charge for written translation service:

\$35/hour (minimum charge for 2 hours or \$70)

### Rate per 1,000 English words or Chinese characters in the original documents:

#### Standard translation of the original content:

- Exactly \$120 for "Standard Content" (literary works written in modern English or Chinese language, personal letters, transcripts, certificates, and others without too many technical terms). Samples of translated documents with "Standard Content" are displayed in the [Translation Samples](#) web-page. There is NO FREE "trial translation" under this category; client requesting the "trial translation" will be charged \$50 for 500 English words or Chinese characters in the original text, and the maximum limit of "trial translation" will be \$100 for 1,000 English words or Chinese characters in the original text.
- Up to \$200 for "Technical Content" (documents of scientific and technological nature with a lot of technical terms). A FREE "trial translation" of 100-300 English words or Chinese characters will be made to determine the rate on the basis of complexity and time spent; the translated text remains the intellectual property of the translator; however, the translated text of up to 150 English words or Chinese characters from the original text might be presented to the client for review before the service contract is signed.

#### Summarized translation of the original content:

- For original text with "standard content" ONLY: \$80 per 1,000 words in English or 1,000 Chinese characters in the original text.
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## Types of "Technical Content" included in Language Translation Services

- Legal and academic records: Birth, marriage, adoption, divorce, death certificates, court judgments and decrees, passports, military and employment records, school diplomas and transcripts, thesis and scientific publications, CV or resumes, etc.
  - Corporate and business documents: Contracts and agreements, articles of incorporation and corporate bylaws, legal correspondence, workplace manuals, etc.
  - Advertising and marketing materials: Product brochures, presentations, etc.
  - Technical and scientific documents: Product specifications, operation and maintenance manuals, technical reports, STEAM (science, technology, engineering, and mathematics) related curriculum and instructional manuals, etc.
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## Service Categories and Fee for English and Chinese Writing

### Categories of writing service:

I offer English and Chinese writing services for the categories of (1) grant proposals for STEM (science, technology, engineering and mathematics) and arts and design education, (2) commercial advertisement, (3) commentaries, and (4) other documents. Writing in Chinese is in Simplified Chinese Characters (简体中文) officially designated as the legal form of writing by the Government of the People's Republic of China and the Government of the Republic of Singapore, with standard vocabulary and grammatical rules embedded in Mandarin (普通话); this is currently used by the overwhelming majority of Chinese-speakers in China and in the Overseas ethnic-Chinese communities. For the clients requesting the use of Traditional Characters (繁体中文) currently used in Hong Kong and Macau Special Administrative Regions, and in the Province of Taiwan, under the sovereignty of the People's Republic of China, a 15% to 20% increase in service fee will be added for character transfer from Simplified Chinese Characters (简体中文) to Traditional Characters (繁体中文) and for re-adjustment of vocabulary usage to meet the regional customs in Taiwan. This character transfer will be done in two stages: (1) using the Online Traditional Character Transformer (在线繁体字转换器) at <http://www.aies.cn/>; and (2) manual re-typing of regionalized words in Traditional Characters.

### Hourly charge for writing service:

\$35/hour (minimum charge for 3 hours or \$105). Charge per writing project is based on an estimate of the duration of time needed for the completion of the project, in most cases, a “range” starting with a “minimum” charge and ending with a “maximum” charge; I will determine the final “maximum” charge upon completion of the project.

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## Service Fee for English and Chinese Bi-lingual Secretarial Service

### For short-term “independent contract:”

Same as Service Fee for Language Translation and Interpreting.

### For long-term part-time or full-time employment:

Based on the average of “[Interpreters and Translators](#)” and “[Secretaries and Administrative Assistants](#)” categories under the United States Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook as shown in the screenshots at the end of this webpage, plus certain amount of fringe benefits, for approximately \$45,000 per year for full-time employment (with 2 weeks of yearly paid vacation. Based on this rate, monthly service fee is  $\$45,000/11.5$  months = \$3,913/month, rounded up to be \$4,000/month (5 days or 40 hours/week) for full-time service, or  $\$4,000/\text{month}/2 = \$2,000/\text{month}$  (2.5 days or 20 hours/week) for part-time service.

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## Schedule and Productivity for Language Translation and Writing Service

### For translation service:

Based on past experience, translation of 1,000 English words into Chinese or 1,000 Chinese characters into English takes up to 3.00 hours for “Standard Content,” and up to 5.00 hours for “Technical Content.”

### For writing service:

Based on past experience, a typical writing project usually takes one week to two months of full-time schedule to complete (8 hours per day, 5 days per week).

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## Discounts and Volunteering

### For Non-Profit Purposes Discount:

This discount applies ONLY to non-profit organizations in the areas of charity, social services and environmental protection, which are in operation in the United States, and legally registered with the United States and/or California State Governments, as a 501(c)(3) defined by the Internal Revenue Service. 10% to 15% discount on service fee will be applied on all services and purchases of artworks.

In general, this discount does NOT apply to private purposes, EXCEPT in the purchase of artworks during selected holiday seasons. .

### Volume discounts:

Within One Service Year (from the first day the first project is paid in full till the end of 365 days thereafter), any Accumulated Total Yearly Service Fee above \$10,000 will be discounted 5%; any Accumulated Total Yearly Service Fee above \$20,000 will be discounted 10%. This “Accumulated Total Yearly Service Fee” covers all professional services and purchases of artworks, including (1) all language communication services listed in this webpage, (2) my artistic, graphic design and product design services listed in [My Artistic Service](#), [My Graphic Communication Service](#), and [My Product Innovation Service](#) webpages. This discount could be added to the 10% to 15% discount under the “For Non-Profit Purposes Discount.”

### FREE Volunteering Service:

FREE volunteering service is available ONLY to the cause of K12 STEM education improvement, especially the endeavors related to the SCHOLARSTEAM K12 Plus Project For an Innovation Deal USA in the 21st Century.

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## Payment of Service Fees

Payment of service fees could be: (1) full payment before the service starts; (2) a deposit before the start of service and partial payment at the completion of each stage of service; and (3) a deposit before the start

of service and certain percentage of partial payment at the completion of each stage of service, plus installments after the completion of service. The methods of payment varies from case to case.

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## Equal Treatment Statement

All clients, corporate or individual, will receive professional services with the same quality at the same rate of service fees with the same discount(s) if applicable, without discrimination or preferential treatment, regardless of race, ethnicity, national origin, gender and/or sexual orientation, religion, partisanship or political ideology, strictly on the “first come first served” basis.

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## Quality Control Statement

### **For translated text to be used privately or internally:**

All translations will be reviewed three times after the completion of the first draft:

#### For standard translation of the original content:

- First review: To make sure that the meaning of all words and sentences in the original document are correctly interpreted in the final translated text (comparing the translated text and the original text, word-by-word).
- Second review: To make sure that there is no obvious mistakes in the usage of grammatical rules (comparing the translated text and the original text, sentence-by-sentence).
- Third review: To make sure that the content in the final draft is easily understandable by average readers (reviewing the final draft only without looking at the original text).

#### For summarized translation of the original content:

- First review: To make sure that the meaning of all important content (names of persons, dates of events, etc.), in the original document are correctly interpreted in the final translated text (comparing the translated text and the original text, sentence-by-sentence, or paragraph-by-paragraph).
- Second review: To make sure that there is no obvious mistakes in the usage of grammatical rules (reviewing the final draft only without looking at the original text).
- Third review: To make sure that the content in the final draft is easily understandable by average readers (reviewing the final draft only without looking at the original text).

All four versions of the translated text will be delivered to the client as proof of extensive reviews.

### **For translated text in English to be used publicly:**

For translated text in English to be published or printed on commercial product packages, or to be displayed in public places, review and fine tuning of the final documents by a native speaker of English born and educated in the United States with at least a Bachelor’s degree in English major from an accredited American university, ideally an instructor of an American public college or university in the Greater Los Angeles Area, will be recommended; and this review service will be charged separately by the third-party reviewer who will make decision on the amount of service fee. This review and fine tuning is necessary to make sure the final English text is “100% American English.”



**For translated text in Chinese to be used publicly:**

For translated text in Chinese to be published or printed on commercial product packages, or to be displayed in public places, review and fine tuning of the final documents by a second native speaker of Chinese born and educated in the People's Republic of China (Mainland, Hong Kong, Macau, and Taiwan) or in Singapore, depending on the usage of Simplified Characters (简体中文) or of Traditional Characters (繁体中文), with at least a Bachelor's degree from an accredited university in in the People's Republic of China (Mainland, Hong Kong, Macau, and Taiwan) or in Singapore, ideally a graduate student pursuing a master's degree in an accredited American university in the Greater Los Angeles Area, will be recommended; and this review service will be charged separately by the third-party reviewer who will make decision on the amount of service fee.

**For writing services in English to be used publicly:**

All writing projects will be reviewed at least three times to make sure that the intended meanings in all sentences and paragraphs are clearly and elegantly expressed in standard, "academic" English, with a high quality ready for publication in professional journals. All four versions of writing will be submitted to the client as proof of extensive review. For writing project in English to be published or printed on commercial product packages, or to be displayed in public places, review and fine tuning of the final documents by a native speaker of English born and educated in the United States with at least a Bachelor's degree in English major from an accredited American University, ideally an instructor of an American public college or university in the Greater Los Angeles Area, will be recommended; and this review service will be charged separately by the third-party reviewer who will make decision on the amount of service fee. This review and fine tuning is necessary to make sure the final English text is "100% American English."

**For writing project in Chinese to be used publicly:**

All writing projects will be reviewed at least three times to make sure that the intended meanings in all sentences and paragraphs are clearly and elegantly expressed in standard, "academic" Mandarin Chinese, with a high quality ready for publication in professional journals. All four versions of writing will be submitted to the client as proof of extensive review. For writing project in Chinese to be published or printed on commercial product packages, or to be displayed in public places, review and fine tuning of the final documents by a second native speaker of Chinese born and educated in the People's Republic of China (Mainland, Hong Kong, Macau, and Taiwan) or in Singapore, depending on the usage of Simplified Characters (简体中文) or of Traditional Characters (繁体中文), with at least a Bachelor's degree from an accredited university in in the People's Republic of China (Mainland, Hong Kong, Macau, and Taiwan) or in Singapore, ideally a graduate student pursuing a master's degree in an accredited American university in the Greater Los Angeles Area, will be recommended; and this review service will be charged separately by the third-party reviewer who will make decision on the amount of service fee.

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## Friendly Links

The information and data on translation service rates listed in the following companies' or Federal government websites are used as references for the establishment of my rates of translation per 1,000 words or per hour:

- [Straker Translations Translation Rates Per Word](#)
- [ProZ.com](#)
- [Slator USD 0.21 per Word: America's Translation Rate](#)
- [TranslatorsBase](#)
- [United States Department of Labor May 2017 National Occupational Employment and Wage Estimates](#)
- [United States Department of Labor Occupational Outlook Handbook: Interpreters and Translators Summary and Pay](#)
- [United States Department of Labor Occupational Outlook Handbook: Writers and Authors Summary and Pay](#)
- [United States Department of Labor Occupational Outlook Handbook: Technical Writers Summary and Pay](#)

Occupation code	Occupation title (click on the occupation title to view its profile)	Level	Employment	Employment RSE	Employment per 1,000 jobs	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
<b>27-0000</b>	<b><a href="#">Arts, Design, Entertainment, Sports, and Media Occupations</a></b>	major	1,925,140	0.5%	13.505	\$23.19	\$28.34	\$58,950	0.4%
27-3040	<a href="#">Writers and Editors</a>	broad	192,160	1.1%	1.348	\$30.15	\$34.02	\$70,760	0.6%
27-3041	<a href="#">Editors</a>	detail	96,890	1.6%	0.680	\$28.25	\$32.80	\$68,230	0.8%
27-3042	<a href="#">Technical Writers</a>	detail	49,960	1.9%	0.351	\$34.10	\$35.79	\$74,440	0.6%
27-3043	<a href="#">Writers and Authors</a>	detail	45,300	1.9%	0.318	\$29.72	\$34.67	\$72,120	1.2%
27-3090	Miscellaneous Media and Communication Workers	broad	74,650	2.7%	0.524	\$22.77	\$25.09	\$52,190	1.2%
27-3091	<a href="#">Interpreters and Translators</a>	detail	53,150	3.2%	0.373	\$22.69	\$24.90	\$51,790	1.4%

United States Department of Labor May 2017 National Occupational Employment and Wage Estimates data on compensation for translation, interpreting and writing services (screenshot)

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A to Z Index | FAQs | About BLS | Contact Us [Subscribe to E-mail Updates](#)

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Home ▾ Subjects ▾ Data Tools ▾ Publications ▾ Economic Releases ▾ Students ▾ Beta ▾

OOH HOME | OCCUPATION FINDER | OOH FAQ | OOH GLOSSARY | A-Z INDEX | OOH SITE MAP | EN ESPAÑOL

Occupational Outlook Handbook > Media and Communication >


## Writers and Authors

[EN ESPAÑOL](#) [PRINTER-FRIENDLY](#)

Summary
What They Do
Work Environment
How to Become One
Pay
Job Outlook
State & Area Data
Similar Occupations
More Info

### Summary

Quick Facts: Writers and Authors	
2017 Median Pay <a href="#">?</a>	\$61,820 per year \$29.72 per hour
Typical Entry-Level Education <a href="#">?</a>	Bachelor's degree
Work Experience in a Related Occupation <a href="#">?</a>	None
On-the-job Training <a href="#">?</a>	Long-term on-the-job training
Number of Jobs, 2016 <a href="#">?</a>	131,200
Job Outlook, 2016-26 <a href="#">?</a>	8% (As fast as average)
Employment Change, 2016-26 <a href="#">?</a>	10,000



About this section [?](#)

### Pay

The median annual wage for technical writers was \$70,930 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$42,410, and the highest 10 percent earned more than \$113,810.

In May 2017, the median annual wages for technical writers in the top industries in which they worked were as follows:

Professional, scientific, and technical services	\$72,150
Manufacturing	72,130
Publishing industries (except Internet)	72,090
Administrative and support services	71,150

Technical writers may be expected to work evenings and weekends to coordinate with those in other time zones or to meet deadlines. Most work full time.

[<- How to Become One](#)
[Job Outlook ->](#)

#### Technical Writers

Median annual wages, May 2017

Technical writers	\$70,930
Media and communication workers	\$56,340
Total, all occupations	\$37,690

Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

United States Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook data on compensation for Writers and Authors (screenshot).



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A to Z Index | FAQs | About BLS | Contact Us | [Subscribe to E-mail Updates](#)

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Home | Subjects | Data Tools | Publications | Economic Releases | Students | Beta

OOH HOME | OCCUPATION FINDER | OOH FAQ | OOH GLOSSARY | A-Z INDEX | OOH SITE MAP | EN ESPAÑOL

# OCCUPATIONAL OUTLOOK HANDBOOK

Occupational Outlook Handbook > Media and Communication >

[EN ESPAÑOL](#) | [PRINTER-FRIENDLY](#)

## Technical Writers

Summary | What They Do | Work Environment | How to Become One | Pay | Job Outlook | State & Area Data | Similar Occupations | More Info

### Summary

Quick Facts: Technical Writers	
<b>2017 Median Pay</b> <span style="font-size: small;">?</span>	\$70,930 per year \$34.10 per hour
<b>Typical Entry-Level Education</b> <span style="font-size: small;">?</span>	Bachelor's degree
<b>Work Experience in a Related Occupation</b> <span style="font-size: small;">?</span>	Less than 5 years
<b>On-the-job Training</b> <span style="font-size: small;">?</span>	Short-term on-the-job training
<b>Number of Jobs, 2016</b> <span style="font-size: small;">?</span>	52,400
<b>Job Outlook, 2016-26</b> <span style="font-size: small;">?</span>	11% (Faster than average)
<b>Employment Change, 2016-26</b> <span style="font-size: small;">?</span>	5,700

About this section ?

### Pay

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In May 2017, the median annual wages for technical writers in the top industries in which they worked were as follows:

Professional, scientific, and technical services	\$72,150
Manufacturing	72,130
Publishing industries (except Internet)	72,090
Administrative and support services	71,150

Technical writers may be expected to work evenings and weekends to coordinate with those in other time zones or to meet deadlines. Most work full time.

[<- How to Become One](#)
[Job Outlook ->](#)

### Technical Writers

Median annual wages, May 2017

Technical writers	\$70,930
Media and communication workers	\$56,340
Total, all occupations	\$37,690

Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

United States Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook data on compensation for Technical Writers (screenshot).

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A to Z Index | FAQs | About BLS | Contact Us

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Home ▾ Subjects ▾ Data Tools ▾ Publications ▾ Economic Releases ▾ Students ▾ Beta ▾

OOH HOME | OCCUPATION FINDER | OOH FAQ | OOH GLOSSARY | A-Z INDEX | OOH SITE MAP | EN ESPAÑOL

## OCCUPATIONAL OUTLOOK HANDBOOK

Occupational Outlook Handbook > Media and Communication >

[EN ESPAÑOL](#) [PRINTER-FRIENDLY](#)

### Interpreters and Translators

Summary
What They Do
Work Environment
How to Become One
Pay
Job Outlook
State & Area Data
Similar Occupations
More Info

#### Summary

Quick Facts: Interpreters and Translators	
2017 Median Pay	\$47,190 per year \$22.69 per hour
Typical Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2016	68,200
Job Outlook, 2016-26	18% (Much faster than average)
Employment Change, 2016-26	12,100

#### Pay

The median annual wage for interpreters and translators was \$47,190 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$25,620, and the highest 10 percent earned more than \$82,290.


In May 2017, the median annual wages for interpreters and translators in the top industries in which they worked were as follows:

Government	\$51,970
Professional, scientific, and technical services	51,800
Hospitals; state, local, and private	47,420
Educational services; state, local, and private	45,570

Wages depend on the language, specialty, skill, experience, education, and certification of the interpreter or translator, as well as on the type of employer. Wages of interpreters and translators vary widely. Interpreters and translators who know languages that are in high demand or that relatively few people can translate often earn higher wages. Those who perform services requiring a high level of skill, such as conference interpreters, also receive higher pay.

Self-employed interpreters usually charge per hour. Half-day or full-day rates are also common.

Self-employed interpreters and translators often have variable work schedules, which may include periods of limited work and periods of long, irregular hours. Most interpreters and translators work full time.



About this section

#### Interpreters and Translators

Median annual wages, May 2017

Media and communication workers	\$56,340
Interpreters and translators	\$47,190
Total, all occupations	\$37,690

Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

United States Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook data on compensation for Interpreters and Translators (screenshot).

# OCCUPATIONAL OUTLOOK HANDBOOK



Occupational Outlook Handbook > Office and Administrative Support >

## Secretaries and Administrative Assistants

[EN ESPAÑOL](#)
[PRINTER-FRIENDLY](#)

**Summary** | [What They Do](#) | [Work Environment](#) | [How to Become One](#) | [Pay](#) | [Job Outlook](#) | [State & Area Data](#) | [Similar Occupations](#) | [More Info](#)

### Summary

Quick Facts: Secretaries and Administrative Assistants	
<b>2017 Median Pay</b> ?	\$37,870 per year \$18.21 per hour
<b>Typical Entry-Level Education</b> ?	High school diploma or equivalent
<b>Work Experience in a Related Occupation</b> ?	<a href="#">See How to Become One</a>
<b>On-the-job Training</b> ?	<a href="#">See How to Become One</a>
<b>Number of Jobs, 2016</b> ?	3,990,400
<b>Job Outlook, 2016-26</b> ?	-5% (Decline)
<b>Employment Change, 2016-26</b> ?	-192,200



About this section ?

### Pay

The median annual wage for secretaries and administrative assistants was \$37,870 in May 2017. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$23,650, and the highest 10 percent earned more than \$62,870.

Median annual wages for secretaries and administrative assistants in May 2017 were as follows:

Executive secretaries and executive administrative assistants	\$57,410
Legal secretaries	44,730
Secretaries and administrative assistants, except legal, medical, and executive	35,590
Medical secretaries	34,610

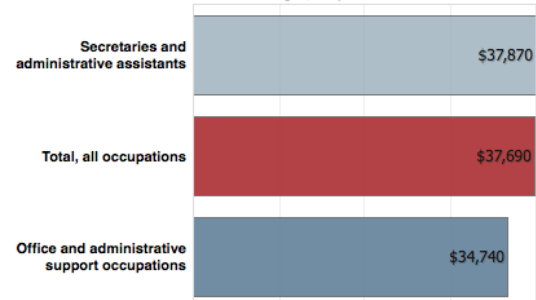
In May 2017, the median annual wages for secretaries and administrative assistants in the top industries in which they worked were as follows:

Government	\$42,560
Professional, scientific, and technical services	41,890
Educational services; state, local, and private	38,780
Religious, grantmaking, civic, professional, and similar organizations	37,910
Healthcare and social assistance	35,290

Most secretaries and administrative assistants worked full time in 2016.

### Secretaries and Administrative Assistants

Median annual wages, May 2017



Note: All Occupations includes all occupations in the U.S. Economy.  
Source: U.S. Bureau of Labor Statistics, Occupational Employment Statistics

United States Department of Labor Bureau of Labor Statistics Occupational Outlook Handbook data on compensation for Secretaries and Administrative Assistants (screenshot).

## Translation Agencies with Offices in the Greater Los Angeles Area

Listed below are translation firms with headquarters or offices located in the Greater Los Angeles Area. They are listed here for the convenience of my potential clients to seek third-party second reviewer if deemed necessary; and their listing here does NOT necessarily constitute my endorsement for their businesses.

- [Kenax Los Angeles Translations](#)
- [MendWord Translations](#)
- [AtaTranslations](#)
- [Advanced Translation Services](#)
- [Abacus Chinese Translation Services](#)
- [Translation Services in Los Angeles](#)
- [Day Translations](#)
- [InLine Translation Services](#)
- [Green Translations](#)
- [TransPerfect](#)
- [LA Translation](#)
- [EvolveLinguistics](#)
- [Luxe Translation](#)
- [AML Global American Language Services](#)
- [ISI Language Solutions](#)
- [Paragon Translation Services](#)
- [TPI Interpreting Services](#)
- [Live Interpreter and Translation Services](#)
- [PALS For Health](#)
- [1-Stop Asia](#)
- [Lazar Translating and Interpreting](#)
- [InterpreterPlus Translation Services](#)
- [One Hour Translation](#)
- [GMR Transcription](#)
- [Los Angeles Translations](#)
- [SuperText](#)
- [World Language Communications](#)
- [Cal Interpreting and Translations](#)
- [Verbalink](#)
- [Apostille LA Services](#)
- [Continental Interpreting](#)