YOUR  
LOGO

**COMPANY NAME**

LEGAL DOCUMENT LOCALIZATION PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide legal document localization services. We specialize in accurately translating and adapting legal documents for use in specific jurisdictions while maintaining legal integrity and compliance.  
  
This proposal outlines our approach to localizing legal documents for [Client Name].

# Project Objectives

The primary goals are:  
  
- Accurately translate and localize legal documents for target jurisdictions  
- Ensure compliance with local legal terminology and requirements  
- Maintain legal validity and cultural appropriateness  
- Support seamless communication with local stakeholders and authorities

# Proposed Services

Our legal document localization services include:  
  
- Professional legal translation by subject-matter experts  
- Adaptation of legal terminology to match local laws and practices  
- Formatting and layout adjustments for localized presentation  
- Compliance review by in-country legal advisors  
- Quality assurance and accuracy validation  
- Delivery of ready-to-use localized legal documents

# Scope of Work

Scope includes:  
  
- Initial consultation to define project scope and target jurisdictions  
- Review of source legal documents and terminology requirements  
- Translation and localization by certified legal translators  
- Compliance verification with local legal advisors  
- Delivery of finalized localized documents  
- Ongoing support for updates and revisions

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Planning | Define scope and review source documents | [Start Date] |
| Translation & Localization | Translate and adapt documents to target jurisdictions | [Date] |
| Compliance Review & QA | Verify compliance with local legal standards | [Date] |
| Final Delivery & Support | Deliver localized documents and provide support | [Completion Date] |

# Pricing

Estimated cost breakdown for legal document localization services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Document Review & Planning | Assess scope and define localization requirements | [Amount] |
| Translation & Legal Localization | Translate and adapt legal documents | [Amount] |
| Compliance Verification | Review for local legal compliance | [Amount] |
| Quality Assurance & Final Delivery | Ensure accuracy and deliver finalized documents | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted provider of legal translation and localization services, helping businesses ensure accuracy and compliance in international markets.  
  
- Experience: [X] years in legal localization and translation  
- Expertise: Multilingual legal documentation, regulatory compliance, cultural adaptation  
- Mission: To provide precise and compliant legal document localization that facilitates global business operations

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Legal document localization for a multinational corporation  
- Outcome: Successfully localized contracts and compliance documents for multiple regions  
  
Testimonial:  
“[Your Company Name] provided exceptional localization services, ensuring our legal documents met all local requirements.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes translation, localization, compliance verification, and final delivery.  
Client Responsibilities: Provide access to source documents and target jurisdiction requirements.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

To approve this legal document localization proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_