



Order processing details

1. If you observe the following points, nothing can go wrong when creating a certified translation:
2. Upload the non-certified version to the platform and wait for the client's approval.
3. If the client has ordered a scan, upload it after the client has approved it.
4. After approval, you send your certified translation (and any additional copies ordered) in the name of lingoking to the address stated in the order and enclose the official lingoking cover letter with the translation.
5. Always state lingoking as the sender, also to avoid undeliverable translations being returned to you.
6. The return address is:

lingoking GmbH
Gotzinger Straße 19
81371 Munich
Germany

7. If you use an envelope with a window, we invite you to use our template for the address field.
8. Unless otherwise stated, certified translations should always be sent by registered mail in a reinforced DIN C4 envelope. If you have received an original document from the client, please send the translation and the original document by registered mail with advice of receipt. In the case of express delivery, a telephone number must usually be provided to Deutsche Post so that the recipient or sender can be contacted in the event of queries. Please enter our telephone number here: 089 41612200.
9. After postal dispatch, enter the consignment number directly in the order.

Done!

Any questions? The lingoking support team will be happy to help you at any time!

Yours sincerely,

Your lingoking team



Hello lingoking, hello linguists ... LET'S CONNECT

QUESTIONS ABOUT THE CODEX?
QUESTIONS ABOUT TRANSLATIONS?
PARTNERSHIP ON AN EQUAL FOOTING?
OR JUST WANT TO HAVE A LOOK?



#wearelingoking

PROJECT MANAGEMENT

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Here we go

