



Course Package Translation Service (CPTS) Quote Request Form

CLIENT INFORMATION

Name:

Company/Organization:

Email Address:

DETAILS FOR QUOTE

1. Number of Courses

How many courses do you want to translate?

2. Target Languages

List all target languages and their locales

(e.g., French (Canada), Spanish (Mexico), Portuguese (Brazil))

3. Scope of Work

What files needs translation? Content (.doc, .txt, .pdf)

Presentation files (.pptx, .ppt) eLearning Content (.xml, .xliff, .html, .json) etc.

4. Translation Options

Which translation options are you interested in? (Select one):

Machine translation

Machine translation with human post edit and additional review

Machine translation with human post edit

Human translation and review

5. Terminology Glossaries or Style Guides

Do you have preferred terminology or branding guidelines to follow?

Yes No

6. Course Packages

Have you exported the course package(s) from Brightspace?

Yes No

7. Additional Notes or Requirements

FILE UPLOAD INSTRUCTIONS

Your D2L representative will provide a secure shared link for uploading the required files. Ensure all necessary materials are uploaded, including: Exported course package(s), Glossaries or style guides (if applicable)

NEXT STEPS

Once the Localization team receives your files, they will analyze the content and may follow up with additional questions. Please allow up to 5 business days for a cost and timeline estimate.

If you have questions during this process, contact your D2L representative.

Thank you!

We appreciate your understanding and look forward to supporting your multilingual course content needs.