



# CUSTOMS, IMPORTATION & EXPORTATION

# TRANSLATION GUIDE



# TABLE OF CONTENTS

## WHAT'S IN THE GUIDE?

1. Introduction
2. Why Translation Matters
3. Step-by-Step Guide
4. Sector-Specific Considerations
5. Checklist
6. Why Use Lexinova



## 1. INTRODUCTION

Navigating customs regulations and international trade documentation requires precision, especially when operating across multiple jurisdictions and languages.

This guide is designed to help businesses understand the translation needs of the import/export sector and ensure documents comply with customs standards - while showing how Lexinova's expertise can streamline the process.

# WHY TRANSLATION MATTERS

## 2. WHY TRANSLATION MATTERS

Errors or omissions in customs documents can cause costly delays, fines, or seized shipments.

Translating documents isn't just about language - it's about meeting regulatory, legal, and logistical standards across countries.

Lexinova ensures your documents are professionally translated with the clarity, accuracy, and compliance required for smooth border transit.

### 3. STEP-BY-STEP GUIDE

1. Identify Required Documents
  - These may include commercial invoices, packing lists, certificates of origin, and shipping manifests.
2. Determine Target Language(s)
  - Consider both the destination country and any intermediate stops that may require translated documentation.
3. Understand Legal & Regulatory Requirements
  - Some authorities require notarised translations or specific formatting.
4. Ensure Data Consistency Across Documents
  - Discrepancies in names, measurements, or codes can trigger inspections or delays.
5. Choose a Professional Translator with Sector Experience
  - Lexinova translators understand customs and logistics terminology.
6. Submit Clear, Editable Files When Possible
  - We accept PDFs, Word files, and scans - high-quality inputs lead to faster outputs.
7. Request Certification if Required
  - Some jurisdictions mandate certified translations for declarations and permits.
8. Keep Digital & Hard Copies on File
  - Customs agents may request either format depending on the country.

# SECTOR SPECIFICS

## 4. SECTOR-SPECIFIC CONSIDERATIONS

- Harmonised System (HS) Codes: Accurate translation ensures proper classification for duties and taxes.
- Units & Measurements: Convert appropriately for local markets (e.g. pounds to kilograms).
- Legal Terms & Compliance: Our team ensures translations align with international trade language and protocols.
- Time Sensitivity: We offer express delivery to meet tight shipping deadlines.
- Document Volume: We support ongoing partnerships with regular, high-volume translation needs.

## 5. CHECKLIST

☐ Final versions of all documents ready for translation.

☐ Clear formatting and editable file types (e.g., Word, Excel).

☐ Defined target language(s) and country.

☐ Internal glossary or terminology (if available).



# WHY USE LEXINOVA

Lexinova specialises in Customs, Importation & Exportation translation services.

We combine sector-specific expertise, native-language translators, and rigorous quality control to ensure translations are accurate.

With professional indemnity insurance up to £1 million, your reputation and compliance are in safe hands.

## CONTACT US TODAY

**Email: [partnerships@lexinova.co.uk](mailto:partnerships@lexinova.co.uk)**

**Website: [www.lexinova.co.uk](http://www.lexinova.co.uk)**

**Phone: +44 333 880 1202**

**Address: Dalton House, 35 Chester Street,  
Wrexham, LL13 8AH**