Unit 3:
Setting Your Pricing & Templates

AcudocX

SCAN | SELECT | TRANSLATE | CERTIFY

This unit will teach you how to configure your pricing and set the translation templates you will offer

Configuring your pricing

You can offer template translations and full translations on AcudocX. Each of our templates allows you to set a **default** price or a **custom** price.

All providers must set their own pricing within the system. AcudocX does not control your price of translations other than implementing a $14.95 minimum for the system to function.

Why can't a provider set a price below $14.95?

System error,
contact AcudocX administrators

AcudocX sets a pricing minimum of $16.95
in order for the system to function

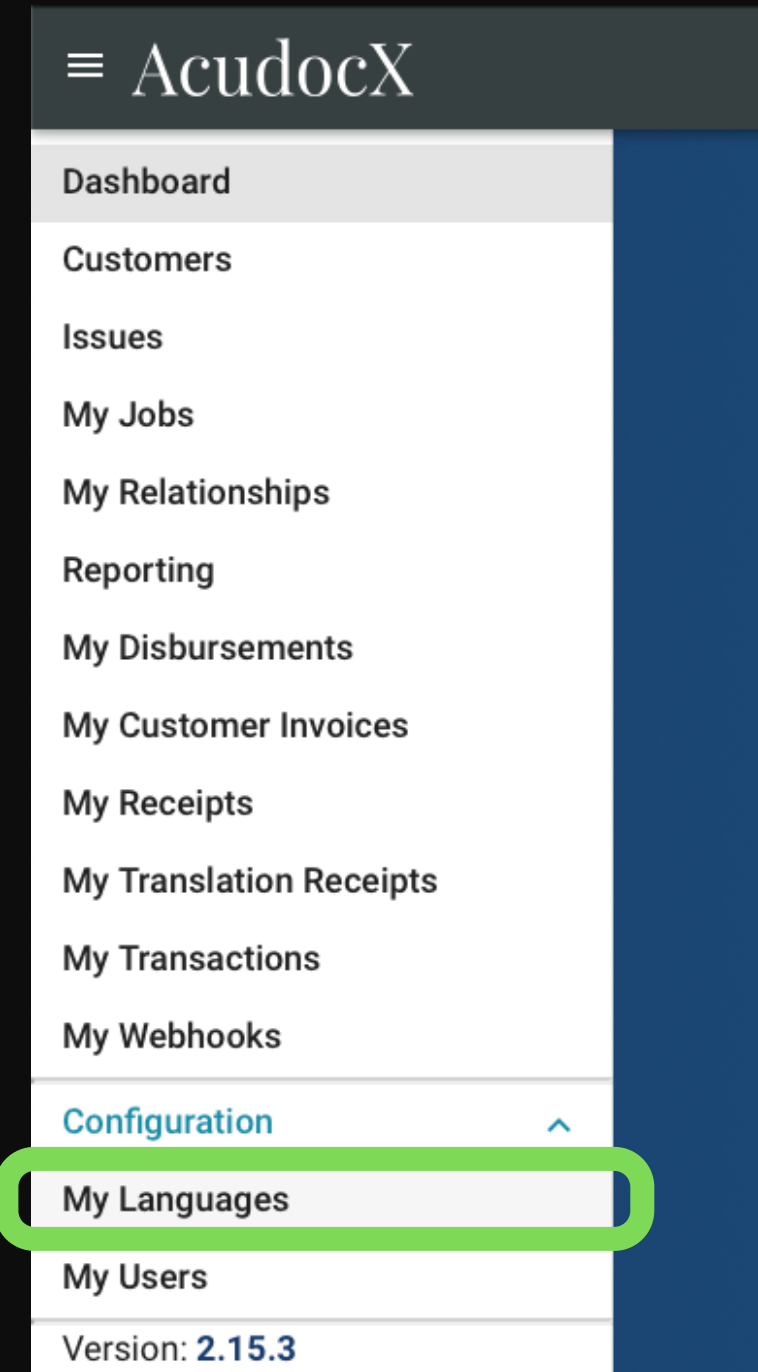# Why can't a provider set a price below $14.95?

System error,
contact AcudocX administrators

AcudocX sets a pricing minimum of $16.95
in order for the system to function

Configuring your pricing

- Navigate to the main navigation menu (left of your screen).
- Under 'Configuration', select 'My Languages'.

Configuring your pricing

- Navigate to the right drop-down arrow and select '**View**'

Configuring your pricing

- Click the tab 'PRICING & TEMPLATES'

DETAILS   PRICING & TEMPLATES

Translation Service Details   Stamp (610x480)

Provider
Dylan J Hartmann

Language

Certification ID

Certification Expiry Date

Status

Configuring your pricing

- Click 'ADD PRICING'
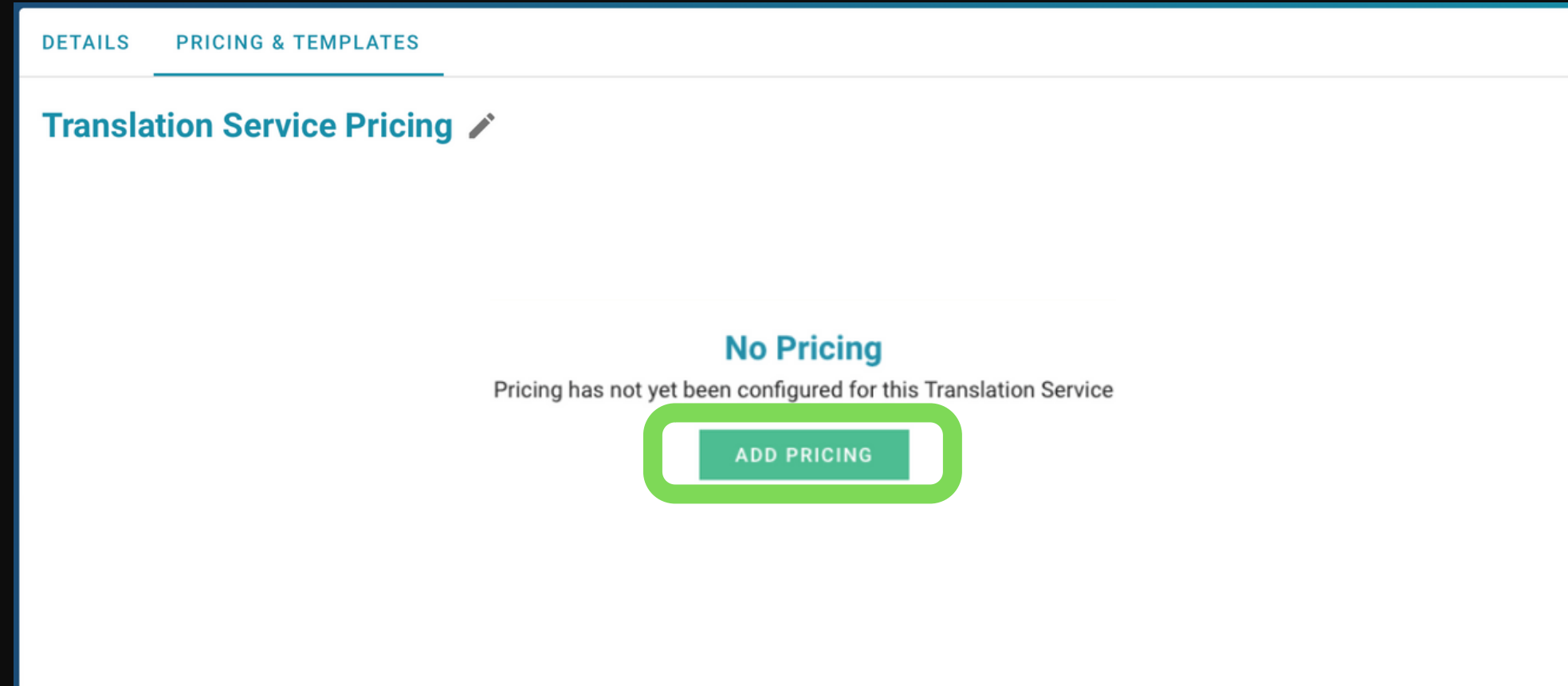
Pricing for templates

- You will be asked to enter a price for a **Self-Service Extract** and **Standard Extract** default price.

- A **self-service translation** is a time-efficient service for providers. Your customers will complete part of the translation process: first uploading their documents, then selecting and translating the fields, before it is sent to you for review.

- A **standard translation** only requires customers to submit their documents, before it is sent to you to translate and complete.
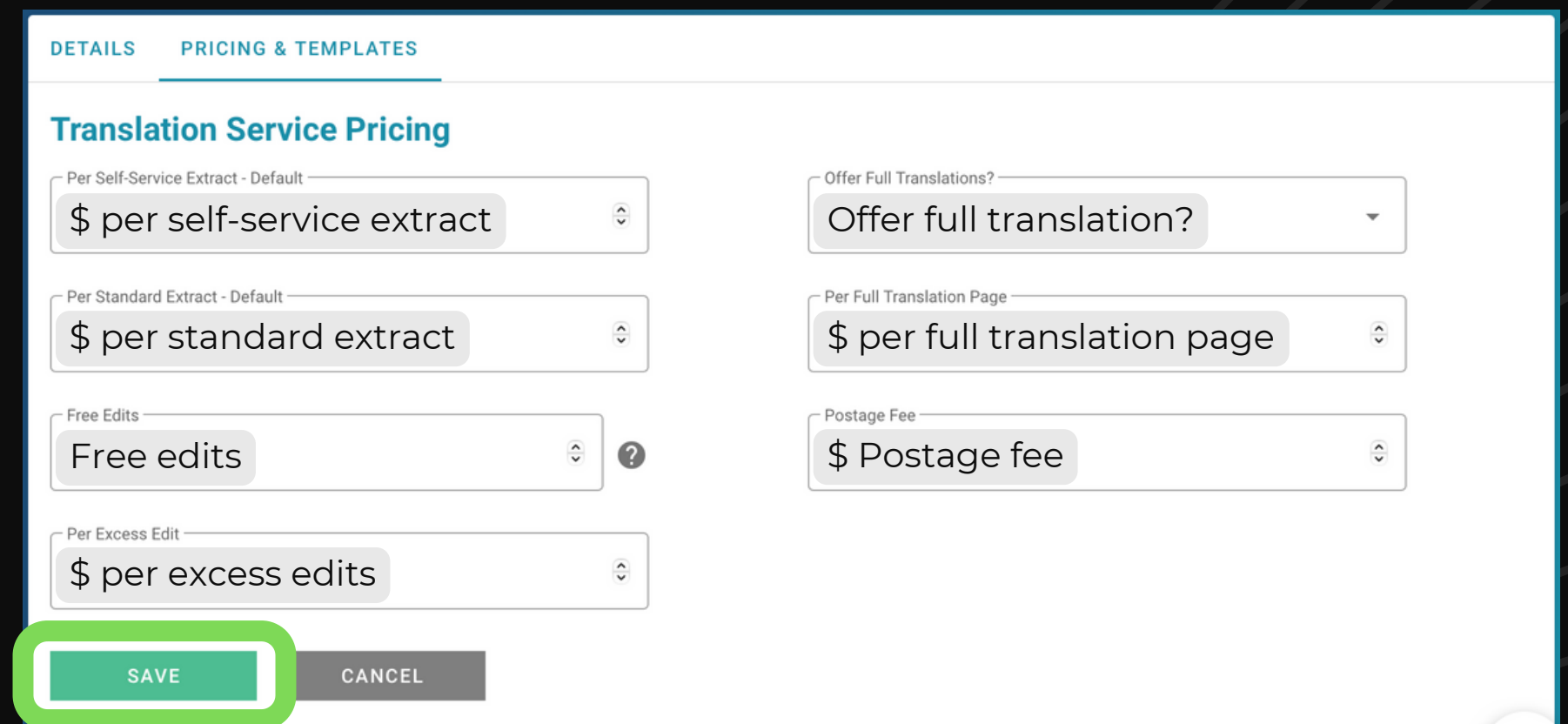
How does a self-service translation work?

The customer uploads, selects fields, then translates their documents before sending it to the provider for review

The customer ONLY uploads their documents before submitting the job to the provider

How does a self-service translation work?

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The customer ONLY uploads their documents before submitting the job to the provider

Configuring your pricing

- Fill in your (default) pricing details, then click 'SAVE'. Here you can also choose if you would like to offer full translations.
- Pricing is configured separately for each language; repeat steps if you have other certified languages.

Configuring your pricing

- You can return here to change your prices at any time by clicking the **pencil** icon next to '**Translation Service Pricing**'.

Configuring your pricing

The system will use your default price as the price shown to customers when they are asked to choose a self-service template or full translation.

Customer's portal

Select the Type of Translation
Choose the type of translation you need.

CHOOSE A SELF-SERVICE/EXTRACT OR FULL TRANSLATION
For a better understanding of the type of translations, see our documentation.

○ **Self-Service/Extract Translation**

Prices starting at

$29^{95}*

NAATI-certified self-service and extract translations are used to prove evidence for all official purposes in Australia, including for citizenship or visa applications, etc. Only the relevant information is translated, following official templates.

*Excluding service fee of 5% + $4

○ **Full Translation**

Prices starting at

$145^{95}*

Full translations are exact replications of the foreign-language document, translated into English. Everything is included in the translation. This is suitable when full translations are stated as being a requirement.

*Excluding service fee of 5% + $4

CANCEL   CONFIRM

The text states 'Prices starting at $.....'. We, therefore, recommend your default price be your lowest starting price to avoid confusion.

Choosing your extract templates

- After configuring default pricing, you will now select the extract templates you will offer. If you wish to do so, you may also assign custom pricing to a specific template.

Choosing your extract templates

- From the left navigation menu under 'Configuration', select 'My Languages'.
- Click the drop-down arrow and then 'View'.
- Click on the tab 'PRICING & TEMPLATES'.

DETAILS   PRICING & TEMPLATES

Translation Service Details

Stamp (610x480)

Provider
Dylan J Hartmann

Language

Certification ID

Certification Expiry Date

Choosing your extract templates

- Your **Extract Templates Offered** list contains all available templates for your language.
- For each template you do not wish to offer, click the **red bin** icon and the template will be moved to **Available Templates Not Offered**.

Extract Templates Offered	Available Templates Not Offered				
Template Name	Use Default Pricing?	Self-Service Price	Standard Price	Actions	
Thai Bank Account Book	Yes	$29.95	$44.95		
Thai Birth Certificate	No	$44.95	$54.95		
Thai Child Travel Consent	Yes	$29.95	$44.95		

Choosing your extract templates

- If you would like a specific template to have custom pricing, select the **green pen** icon and choose '**No**' under '**Use Default Pricing?**', enter new details then click '**SAVE**'.
  Custom prices apply to the selected template only.

Extract Template Pricing

Template
Thai Birth Certificate

Use Default Pricing?
No

Self-Service Extract
$ 44.95

Standard Extract
$ 54.95

CANCEL   SAVE

	Available Templates Not Offered			
	Use Default Pricing?	Self-Service Price	Standard Price	Actions
	Yes	$29.95	$44.95	
	No	$44.95	$54.95	

Select all statements that are <u>true</u>

Select all correct options

You can remove templates from your templates offered list at any time

All extract templates have the same pricing and you cannot set custom prices

Setting custom pricing is permanent and cannot be changed later

You can set custom pricing and this can be edited any time

Select all statements that are **true**

Select all correct options

✓			✓
You can remove templates from your templates offered list at any time	All extract templates have the same pricing and you cannot set custom prices	Setting custom pricing is permanent and cannot be changed later	You can set custom pricing and this can be edited any time

Pricing changes on draft and inactive jobs

- Jobs submitted by the customer operate on a timer system.
- Draft jobs created are set to expire after 72 hours, at which point the job will become inactive and will require the customer to reactivate the job before they can proceed.
- Pricing changes will apply to all new and reactivated jobs. If you make any pricing changes and the customer's job has become inactive the customer is required to agree to any pricing changes before reactivating their draft job.

AcudocX

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You have finished configuring your pricing and templates

Well done!

Please move onto Unit 4