AZAËL ILOKI

French for West Africa

Translation, certified documents, transcription, interpreting and staff training for companies expanding into francophone West Africa

Partner Pack · Sworn Translator · Cour d'appel de Lomé · Edition October 2026 · Valid to 31 December 2026

The opportunity

Francophone West Africa starts at the border: Côte d'Ivoire to the west of Ghana, Burkina Faso to the north, Togo to the east, Benin and Niger along Nigeria. Most of the region shares one currency, pegged to the euro. Your product travels. Your paperwork does not: a contract, a tender response or a product page in English stops at those borders, not because buyers there do not want it, but because their administrations, their courts and their customers work in French.

This pack gives you a single point of contact in Lomé for everything that expansion needs in French: commercial translation, certified documents with legal standing in Togo, transcription, interpreting on the ground and French training for the people who will carry your business there.

1 · Services and rates

Service	What it covers	Rate (excl. VAT)
Commercial and marketing translation, EN → FR	Websites, product documentation, catalogues, proposals, tenders, corporate communications. Three passes, all by me: translation, a full check against the source, a final proofread. Native formats preserved.	**€0.10–€0.18** per source word, by technicality (66–118 FCFA)
Certified (sworn) translation civil-status records, short deeds and judgments	Civil-status records, diplomas, police clearances and company certificates, plus powers of attorney, wills, affidavits of notoriety and judgments of up to 3 pages, under the stamp and signature Togolese courts, ministries and administrations require.	**€23–€30** per page (15,000–20,000 FCFA)
Certified (sworn) translation company and legal documents	Articles of association, shareholder agreements, share transfers and contracts, and any judgment or deed of more than 3 pages, under the same stamp and signature.	**€0.10–€0.18** per source word, by technicality (66–118 FCFA)
Legalisation coordination	For the translation, the town hall (mairie) where I am registered legalises my signature, then the Ministry of Foreign Affairs, then the consular stage, often at an embassy accredited to Togo from a neighbouring capital. The original has its own route, which I map for you.	**Coordination fee per file** Official fees at cost, against receipts
Transcription	Recorded meetings, negotiations, supplier audits and interviews, in French or English. Time-coded, speakers identified, inaudible passages flagged and never filled in. The bilingual version, transcript and translation side by side, carries my sworn stamp. Billed in 10-minute blocks.	**€6.10** per recorded minute (4,000 FCFA), clear audio · degraded audio €9.15 (6,000 FCFA) · bilingual version +30%

Service	What it covers	Rate (excl. VAT)
Interpreting — liaison and consecutive	For visits to Togo: negotiations, site visits, institutional meetings, supplier audits. I select the French–English interpreter myself, and they prepare from your documents and glossary beforehand. Travel and per diem at cost outside Greater Lomé.	**Quoted per assignment** Quote within 2 working hours
French for your team	At your premises in Lomé or live online. Duo: 4 workshops a month, up to 3 staff. Standard: 8 workshops, up to 5. Double: 16 workshops, up to 10, two trainers.	**€152 / €305 / €549** per month (100,000 / 200,000 / 360,000 FCFA)
Sector-specific French — 8 weeks	Built for the job: logistics and port documentation, hospitality, banking and institutions, aviation. Initial assessment, role-play, final assessment. 16 sessions.	**€610** per programme (400,000 FCFA)
Monthly content plan	Blog, product pages and newsletters in French every month, with SEO localisation available per article. Client glossary built and maintained.	**From €274** per month (180,000 FCFA) — 3,000 words

2 · Why a sworn translator based in Lomé

- **Legal standing in Togo.** I am sworn before the Cour d'appel de Lomé: my stamp and signature give a translation full legal standing before Togolese courts, ministries and administrations. For filings elsewhere in the region, the receiving authority decides what it accepts: tell me the destination, and I will check its requirements, advise on the format and legalisation route, and coordinate them.
- **The legalisation chain, not just the translation.** Most companies discover too late that the Hague apostille does not yet apply to documents issued in Togo, and that many countries have no embassy in Lomé. I handle the Togolese stages directly and coordinate the consular stage abroad.
- **One time zone, three hours by road from Accra.** Same working day, no overnight lag, and in-person availability for negotiations, audits and site visits.
- **French as a first language, English used every working day.** Your French output is written by a native speaker who reads your English source without needing it explained.
- **One contact for documents and people.** The same professional translates your contracts and trains your staff, so the terminology in your paperwork and the words your team uses in the room finally match.
- **Verifiable delivery.** Every certified translation is issued under stamp and signature and logged in a numbered, dated register, so any receiving authority can verify its origin directly with me. None has been refused to date; the decision on each file still rests with the receiving authority.
- **Enterprise-ready administration.** Quote, pro forma and final invoice, issued against your purchase order. Certified work is never outsourced. NDA signed on request; files deleted 30 days after delivery, or immediately on request.

3 · Terms

- Rates are quoted in euros and are excl. VAT; VAT at 18% is added to the invoice. Regional entities may contract in FCFA at the rates shown, which stay stable because the franc is pegged to the euro. Other currencies are indicative.
- Volume discounts apply to per-word orders: −5% from 10,000 words, −8% from 25,000 words, on a single order or across a framework agreement. No discount takes a rate below €0.10 per word, or 66 FCFA.
- Monthly plans (French for your team, monthly content) run for an initial three months, then month to month with one month's notice. I run a limited number at a time, so start dates are confirmed with the quote.
- Turnaround: free quote within 2 working hours. Express 24h available at +50%; large urgent volumes delivered in tracked batches at +30 to +50%.
- Capacity is confirmed with the quote. Any deadline I cannot hold is flagged within 2 working hours of the request, never after acceptance.
- Framework agreement: one page, effective immediately, no exclusivity and no volume commitment. Your first assignment already receives partner terms.
- Payment by international transfer (SWIFT), regional bank transfer or mobile money. Invoicing in EUR or FCFA.

Next step

Send one live document, such as a contract, a tender or a product page, with your deadline. You will have a **fixed quote within 2 working hours**, and a translation you can judge on delivery, accuracy and turnaround. A 15-minute call works equally well: calendly.com/iloki-azael/consultation.

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