

## HOW TO ORDER YOUR TRANSLATIONS

How can you get the best quality translation at the lowest possible price? We have drawn up a helpful checklist of the information you can give us which will enable us do the best possible job for you.

### 1 Target languages

Which language or languages do you need? Remember to specify which variation of the language is required, e.g. do you need Portuguese for Portugal or Brazil ('Brasileiro'), Chinese for mainland China ('simplified') or Taiwan ('traditional')? If in doubt, we will be happy to give you advice.

### 2 Readership

What is the likely readership of the document – nationality, age, gender, specialist or non-specialist? All these factors can affect our translators' choices of style, tone and vocabulary.

### 3 Objectives

What are you trying to achieve with the translations? The more you can tell us, the more we can make linguistic decisions on your behalf and the more we can help your translations succeed.

### 4 Specialist terminology

Does the text include specialist terms which the target readership is unlikely to be familiar with or where you want particular translations to be used for consistency with previous versions? Can we see any relevant documents already translated into the target language?

### 5 Special layouts

Are any special layouts required? If you would like, for example, parallel text with the source language on the left and the target language on the right using Excel or Word tables, please let us know.

### 6 Updates of previous versions

Is your text to be merged with or added to a previous version (e.g. an updated manual)? If so, can you let us have the translation of the previous version (unless we did the translation in which case we will have it in our archives) so we can ensure consistency of style and vocabulary?

### 7 Deadlines

When is the translation needed for? Help us to help you reduce your costs by allowing us as much time as possible. If relevant, press for the longest possible deadline with your own clients or stakeholders.

For instance, is the translation really needed for close of business on Friday? Would first thing Monday morning be just as good? If so it may reduce the charges, for example by allowing us to avoid the need for splitting the translation between two or more translators.

### 8 Amendments and additions

Is the document likely to need any changes? If so, it may be better to wait for the amendments and then translate to avoid any delays or extra costs. Can we start on parts of the text while the rest is being finalised, such as appendices, terms and conditions or standard clauses?

### 9 Publication

Are planning to publish the translation, for example in a brochure or website? Will it be typeset or uploaded as webpages? This is where mistakes in foreign language publications can creep in, so please let us help you get the best return on your investment by doing the typesetting or the uploading for you (in conjunction with your designers, printers or web developers) and reviewing the material before it goes live. We will be happy to give you a quote.