Checklist

for a successful translation project

- [ ] Provide the original document(s) to be translated.

- [ ] Ensure the documents are clear and legible.

- [ ] Include any additional reference materials or context that might aid in translation (e.g., glossaries, style guides, previous translations).

- [ ] Specify the target language(s) for translation (e.g., Spanish, French).

- [ ] Describe the intended use of the translated documents (e.g., publication, internal use).

- [ ] Highlight any specific audience considerations (e.g., technical terminology, cultural nuances).

- [ ] Provide the desired deadline for the completed translation.

- [ ] Specify the format of the translated documents (e.g., Word, PDF).

- [ ] Include any formatting guidelines or requirements (e.g., font size, margins).

- [ ] Specify if additional services are required (e.g., proofreading, localization, formatting).

- [ ] Provide contact details (name, email, phone number) for project coordination and SMEs.

- [ ] Inform if the documents contain sensitive or confidential information.

- [ ] Confirm how the translated documents will be delivered (e.g., email, cloud storage).

TIP

Provide a native Word document to save time and money!

Get in touch!

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