

# What happens when I place a document for translation?

**Midland Technical Translations (UK) Ltd**

## What happens when I place a translation?

This guide explains what will happen to your text and how you will receive your translation.

Document received at MTT, assessed, prepared and word counted.



MTT contact a suitable translator with the correct language/technical skill combination to arrange estimated delivery.

**We only use professional, mother-tongue translators.**



MTT provide a guaranteed fixed quote for your translation.  
You know exactly what to budget, unless you make any changes.



On receipt of your approval, we place the work with the translator and produce your confirmation sheet, showing the final delivery deadline.

**This gives you the chance to check we have fully understood your instructions and to add any last minute comments.**



If there are any queries during translation, we make a point of drawing your attention to them – please respond quickly.

This ensures we can meet your guaranteed deadline.



Once the translation is received back, it is checked in-house before being forwarded to you by email or post as you require (Standard Service).

We always carry out a brief in-house check, but can also arrange professional proof-reading for documents to be published.



You receive a feedback form for your comments with the translation.

New customers receive a quick after sales call.

This helps us ensure you are delighted with our service.



Your invoice is prepared and issued by post, with any original documents.



If you refer a colleague, we'll send you an M&S voucher as a Thank You!

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