

Checklist for placing a translation project

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- ☑ **Ensure the final text is available** – amendments can cause errors, waste time and be expensive.
- ☑ **Languages required** – European Spanish or Mexican Spanish, Portuguese for Portugal or Brazil, Canadian French or European French, German for Austria or Germany?
- ☑ **Document in editable format if possible** – providing a Word document can make the process easier and cheaper. We can handle most formats but if you can provide an editable format, it will speed up your project.
- ☑ **Know your deadline** – let us know when it's required upfront so we can work with you to achieve the best results.
- ☑ **Who will be reading the document** – let us know who the intended audience is so we can adapt the style if needed.
- ☑ **What's it for** – as above, is the document needed for a meeting, publication, internal review, general information.
- ☑ **Is it for publication** - if so, we recommend proofreading, either by your suitable contacts or by a second linguist.
- ☑ **Budget constraints** – let us know if you are on a tight budget as there are various ways we may be able to help.
- ☑ **Contact for queries** – let us know who we can contact for any queries - ideally the person who wrote the document.
- ☑ **Background information** – do you have any previous translations, style guides, term lists, glossaries etc. which may help.

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