

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.

Translation request and document received at MTT, assessed, prepared and word counted.

We may request clarification if your requirements are not clear.



MTT contact a suitable translator with the correct language, expertise and technical skills combination for your project to estimate costs and 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 generate your invoice which will be sent by email (payment terms may vary). We then place the work with the selected translator and send your order confirmation sheet confirming the project details and delivery date.

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



If any queries arise during translation, we make a point of drawing your attention to them to obtain clarification – please respond quickly.
This ensures we can meet the proposed deadline.



Once the translation is received from the linguist, it is checked in-house before being forwarded to you by email or post as you require. We always carry out a brief in-house layout check but can also arrange professional proof-reading for documents to be published.



You receive a feedback form for your comments with the translation.
This helps us ensure you are delighted with our service.