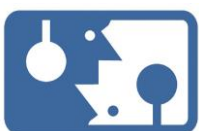


CHECKLIST

Translations

Specifying your expectations regarding your translation project will make it easier for us to meet them. That's why we've come up with this translation project checklist:

- ✓ **Languages:** Into which language(s) would you like us to translate?
- ✓ **Volume:** How long is the text you would like us to translate? If you send us the document(s) in question, we will be happy to take a look for you.
- ✓ **Delivery date:** When would you like us to send the finished translation back to you (at the latest)?
- ✓ **File format:** What format is your text in and in which format would you like the translation to be delivered?
- ✓ **Target group:** Where do the readers/users of the translation live? Are they experts or should the text be prepared for a broader audience?
- ✓ **Purpose:** Where will the translation appear? Will it be published as delivered or will it be used as a draft?
- ✓ **Style:** Are you looking for a literal translation or would you like us to get creative, for example for marketing texts?



- ✓ **Reference material:** Do you already have translated material? Do you have a company glossary? Is there a corporate style guide the translators should observe?
- ✓ **Contact person:** Can you name someone in your company who could answer questions the translators may have about the text?
- ✓ **Graphic elements:** Do any enclosed charts or graphs include text which should also be translated?
- ✓ **Final proofreading:** Would you like us to perform a final check of the translated text before printing? Should your finished multilingual website undergo a final read-through?
- ✓ **Layout:** Should we adapt the layout of the translation, for example when working in PowerPoint or InDesign?
- ✓ **Background information:** Do you have any materials that could help our translators and revisors to better understand the subject matter?
- ✓ **Certification:** Do you need your translation to be certified?

If you have any questions or require more information, please do not hesitate to contact us.

