WEBSITE TRANSLATION - CHECKLIST

We refer you to our terms and conditions of business; ask us if you need a copy.

o   What is the URL of the website to be translated?

o   Are there any parts of the website that do not require translation? *(If so, please specify below)*

o   What is the subject matter of the website?

o   What language combination(s) are required?

o   How many words are there in the text (if known)?

o   When is your deadline?

o   In which format would you provide the text for translation?

o   What is your site platform?

o   In which format would you like the completed work?

o   Who is carrying out proofreading? *(we are happy to quote for this additional service so that a second qualified linguist can make any suggested amendments to the original translator)*

o   Do you have any glossaries or style guides that our translators can work with? *(This helps us to ensure we match the tone and vocabulary of your original text as closely as possible, so that the translation has the same impact on your target audience as the original.)*

o   Do you have any further instructions or comments?

We usually require text files of any parts of website needing translation.