

Project Workflow

01

You get in touch for a quote, attaching any relevant documents, specifying the required services, language combination, and outlining your preferred deadline.



03

After receiving the quote and providing any relevant reference material from which our suppliers can work, you confirm you'd like us to proceed.



05

A member of the Atlas team performs a quality check to make sure everything is as it should be. We carry out any other stages requested, such as typesetting, voiceover and subtitling.



07

Your PM signs off the job, and you receive an invoice for the work. We ask that invoices are settled within 15 business days.



02

You are assigned a Project Manager who assesses the work – language combination, technical requirements, subject area etc. – and prepares your quote.



04

A suitably qualified supplier makes a start on your language project. For translation projects, we advise that a second linguist then proofreads the translation, ensuring that the result is ISO compliant.



06

The finalised project is delivered to you on time.

