

# The Translation Checklist Every Global Product Launch Needs

## Before You Do Anything Else

- Map every document type needed, by market
- Work backwards from regulatory submission deadlines
- Brief your translation agency partner early in the process

## Getting Your Documents in Order

- Prioritise regulatory documentation
- Lock down labelling and packaging copy before artwork creation begins
- Allow extra time for IFUs and Patient Information leaflets
- Don't deprioritise training and other internal materials
- Plan marketing and promotional content with localisation

## Managing the Process

- Share terminology, glossaries, and brand guidelines upfront
- Build in time for structured review cycles
- Factor in formatting and desktop publishing from the start
- Keep version control tight

