ATLAS translations

Business Card Translation Checklist

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Business Card Translation

Your business card must be credible for you to be able to operate effectively in a global business environment. A card which shows respect for the language and culture of your host country will make a positive first impression.

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

Here are some questions to ask and things to remember when contacting us about your business card translation requirements:

- Which language(s) do you require?
- How many individuals require a business card?
- How will you supply the text for your business cards (i.e. platform, format, software, version, etc.)?
- Do your business cards require a logo insertion?
- When is your deadline?
- Who will be responsible for checking the PDF/laser proofs?
- Do you require the translation to be completed using a specific software (e.g. Quark, EPS, InDesign)?
- How many copies of the cards would you like?
- What are your specifications for the cards?
    - Colours (for card, text and logo)
    - Non-standard card sizes
    - Single or Double-sided
    - Card weight
- Would you like us to organise printing? If so, please ask us for a quote.
- Do you have any special instructions for the typesetter?

If you don’t have or are unsure about any of the above information we have requested, we can also work from a hard copy. Please let us know at the quotation stage of the project.