ATLAS translations

Website Translation Checklist

October 2026

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Atlas Translations provides website translation services to a number of different industries, such as medical, legal, marketing, IT, education, pharmaceutical, and more.

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 translation project:

- What is the URL of the website to be translated?
- What is your site platform?
- Are there any parts of the website that do not require translation?
  - If so, please specify below
- What is the subject matter of the website?
- What language(s) are required?
- What is the total word count?
- When is your deadline?
- In which format will you provide the text for translation*?
- In which format would you like the completed work returned back to you?
- Do you have proofreading services in place?
  - If not, we are happy to quote for this additional service
- 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
- Do you have any additional instructions or comments?

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