

## Client Contact

- Quotation and meetings (if required)

## Project Planning

- Analysis of material for translation
- Assign project manager
- Tailor translation teams to project
- Collect and check source files, reference materials, glossaries, graphics etc, requiring translation

## Translation

- Where necessary, create glossary of terms
- If using TM software, create Translation Memory files
- Translate source material
- Editing and proofreading by additional qualified translator
- In house QA checks
- Client review and feedback

## Additional Services

- DTP of translated text to match the source file
- File engineering
- Additional proofreading by industry specialist

## Project Completion

- Delivery of completed files in the format of choice
- Client feedback
- Final Invoice
- Any errors corrected for free within 14 days of completion