

CHECKLIST: 10 THINGS TO CONSIDER BEFORE REQUESTING A TRANSLATION

- 1- **Does it all need to be translated?**
 - a. Is it all relevant for your target audience?
- 2- **What is the purpose of the translation? Is it meant for publication?**
 - a. Will you need an editor?
 - b. Will anybody in-house review the translation before formatting?
 - c. Will you need a Desk Top Publisher?
 - d. Will you need a proofreader?
- 3- **Is this the final version?**
 - a. Could there be updates on the way?
- 4- **Where will the translation be used? Which language do you need?**
 - a. Which language combination do you need to translate it to?
 - b. In which country will it be used?
- 5- **What is the format of the original file?**
 - a. Do you have the original file? If not, can you get it?
- 6- **Does the document have images/tables with embedded text? If so,**
 - a. Are they to be translated?
 - b. Are they editable?
 - c. Would you want them to be localized?
 - d. If it's a presentation, are there "notes" or hidden text?
- 7- **Do you have a deadline?**
- 8- **Who will be the contact person in your company?**
 - a. for linguistic questions
 - b. for technical questions
- 9- **Will you have somebody in-house take on parts of the project?**
- 10- **Do you have any previous materials already translated?**