

Editor Checklist

Dear Vendor,

You are being asked to follow all the PM's instructions accurately.

We ask you to acknowledge, appreciate and respect the fact that

a) different people have different writing styles and terminology preferences that may differ from your own and

b) any translation can be polished and fine-tuned endlessly.

The more people look at a translation, the more suggestions there will be. Our and our clients' goal is NOT to create an absolutely perfect translation that will suit absolutely everybody as this is an impossible task.

Discussing and implementing unnecessary changes results in a lot of wasted time without any real benefit for the client. Instead, we aim at creating a **commercially acceptable product** that is free of major issues, especially – omissions, mistranslations, inconsistencies and typos. **Therefore, we kindly ask you to refrain as much as possible from any preferential changes that can be seen as a matter of opinion, and at the same time – not to miss anything really important.**

The general rule to follow is: unless you are 200% sure that the change is needed, do not make it!

With this in mind, please complete this checklist below before you deliver the job.

- Translated terminology matches the terminology provided by the PM (in a form of glossary, previous translation, reference files or other (if applicable)).
- Terminology is used consistently.
- Spelling rules and common usage of the target language are followed. Translation has been spell checked electronically and manually.
- Translation does not contain any omissions, grammatical errors or typos.
- Use of punctuation and spacing is in accordance with common usage in the target language; quotation marks are used consistently (" " vs « »).
- All names have been verified and correspond with source/reference files.
- All numbers and dates follow the specified format. If a format has not been specified, a translation should follow a common usage of the target language.
- All translatable text has been translated, including (where applicable) headers & footers, footnotes, etc.
- All internal (sentence-level) formatting (bold, italics, underlined text, CAPS) matches the source.

Accurate. Precise. We get it right the first time – EVERY TIME!

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- Translated document is in a requested format.
- Cross-references are used consistently throughout.
- All the instructions from the Project Manager have been followed.
- Translated files/folders names are the same as the source files/folders with **_ed** extension added (unless otherwise requested).
- Translator's comments (if any) have been addressed; comments/highlights made by the translator have been removed from the translation.

Our expectation of time needed is: 1500 - 2000 words / hr. If you estimate or notice once you start work that more time will be needed, pls. notify PM right away to discuss the situation.

Thank you for the cooperation!

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