

Proofreader Checklist

Dear Vendor,

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

Your main task is to finalize the a translation and to do a so-called "final eye" check for major issues. This is not the stage where you would do major linguistic editing or re-writing, but instead please pay attention to small details such as numbering, dates, inconsistencies etc. If you notice that the document has significant issues, pls. discuss with the assigned Project Manager right away.

With this in mind, please complete this checklist 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.
- Translated document is in a requested format.
- Cross-references are used consistently throughout.
- All the instructions from the assigned 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.

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

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Our expectation of time needed: 2500 - 4000 words / hr. If you estimate or notice, once you start working, that more time will be needed, pls. notify PM right away to discuss the situation.

Thank you for the cooperation!

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