

Quality Manager Checklist

Dear Vendor,

You are being asked to follow all the PM's instructions accurately. Please complete this checklist before you deliver the translation.

Read a whole document looking for grammatical and translation errors, such as: mistranslations, misspelled words, typos, incorrect punctuation, missing text, numbers and names typos, incorrect abbreviations etc.

Make sure that you run a spelling and grammar check (if applicable).

Check that all names and numbers are spelled correctly.

Check that translation does not contain any omissions, grammatical errors or typos.

Check that all names correspond with source files or a specified spelling.

All numbers and dates follow a specified format. If a format has not been specified, a translation should follow a common usage of the target language.

Make sure that the translation is formatted according to source documents. Pay a special attention to paragraphs, fonts, font sizes and styles, bullets, numbers, capitalization etc.

Check that translation follows and matches all instructions, specifications, reference documents, glossaries (if available) etc.

All the instructions from a Project Manager have been followed.

Deliver finalized document clean, free of track changes and comments. If there are any issues or questions you would like to bring to PM's attention, address them in your email.

Thank you for the cooperation!

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

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