

Translator Checklist

Dear Vendor,

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

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 does not contain any omissions, grammatical errors or typos.

All names have been verified and correspond with source files.

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.

All translatable text has been translated, including (where applicable) headers & footers, footnotes etc. In cases where it is necessary to translate call-outs for illustrations, or other untranslatable text, it has been provided in the form of: a) text boxes covering original text, b) 2-column table below illustration/corr. Place, or c) in a separate file, clearly marked and indicating exact place (page, position) it pertains to,

Unless special DTP is requested, we do not expect recreation of exact layout of source document. However, you should always try to approximate the formatting, at the very minimum text should be clearly identifiable / easy to follow/match against source document by people who do not understand the language. All internal (sentence-level) formatting (bold, italics, CAPS) should always be recreated.

Translated document is in a requested format.

All the instructions from a Project Manager have been followed.

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

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Translated files/folders names are the same as the source files/folders with `_tr` extension added (unless otherwise requested).

You can highlight problematic places in a file to draw PM's attention to them. Translator's comments must be provided in an email correspondence or in a separate file. In case a translation contains in-text comments/highlights made by a translator, it should be pointed out in an accompanying message sent to a Project Manager.

Thank you for the cooperation!

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