

Guidelines to appointing your specialist translator

(the ten most important things your translator needs to know!)

1. Into which language(s) is the document to be translated?
2. Which fields of expertise does the document fall in, e.g. legal, finance, medicine etc.?
3. What is the purpose of the translation, e.g. information, publication, use in court etc.?
4. What should the layout of the document be, should it follow the layout of the document received or does it need to conform to a certain style?
5. Do you have any reference/background material or a brief that you can provide?
6. Who is the in-house contact for queries?
7. What is the length (word count) of the document?
8. What is the deadline for delivery of the translation and how critical is this date?
9. Where should the translation be sent and in which format?
10. On what basis will the translation be charged, e.g. source text, target text etc.?