

TRANSLATION BRIEF

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*We're setting out to translate your content
and
shape the project
just like you want it.*

Answer the questions below with as many details as possible so you get the best results on your project.

How do you define your project?

Who is the translation for? Who is your audience?

I want to have my project translated

| | | |
|-------------|----------------------|-------------------|
| <i>from</i> | <i>(language) to</i> | <i>(language)</i> |
| <i>from</i> | <i>(language) to</i> | <i>(language)</i> |
| <i>from</i> | <i>(language) to</i> | <i>(language)</i> |

Where will you use the translated materials? (website, social media, blog, magazine)

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When should we start working on your document?

When should we deliver the translation?

What is your budget for this project?

With what file type will we work?

What file type should we deliver?

Do you have a company style sheet that should be followed?

Do you have an in-house glossary from previous translation projects?

If so, would you like to use it for this project as well?

May we see any of your existing translated content? Show us some examples

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What would you like to be different for this project?

Special formatting requirements (character/word count, spacing, fonts)

What style and tone you wish to follow?

Who will be our contact person in your company for the duration of the project?

Name:

Title:

Email address:

Phone number:

When should we be available for you?

Other thoughts on your project