

# Checklist for translations



## ✉ What you definitely need to know

- In what language(s) do I need a translation?
- How soon do I need the translation?
- Do I need a sworn translation?

## ✉ What you need to consider

- Is the layout of the source document fit for translation?
- Is the language of the source document of high quality or should I have it reviewed thoroughly?
- If it is a PDF file, can I also provide the source file (Word, InDesign, etc.)?

## ✉ How you can help the translator

- Can I send reference material to the translator (e.g. earlier translations)?
- Does my business have a glossary?
- Is there a contact person whom the translator can ask questions?

## ✉ What you need to know about the translator

- Does the translator make use of the services of professional colleague-translators?
- Does the translator offer revision by a second translator (for real)?
- Does the translator use machine translation?
- Is the translator both responsive and proactive?

