

How does the TRANSLATION process work?



A simple visual guide to the different stages of a translation project.

STEP 1:

receiving
the
document

I wait for the source document(s) via email (along with any related material) to prepare a free quote.

STEP 2:

preparing
the
quote

I analyze the document(s), considering the type of text and the required delivery. Then, I'll issue a quote.

STEP 3:

signing
a contract

If you accept the quote, I'll send you a contract with the agreed terms and all the details of the assignment.

STEP 4:

translating
the
document

After receiving the countersigned contract, I'll immediately start with the translation of the project.

STEP 5:

receiving
the
payment

Once the translation is over, I'll promptly inform you so that you can issue the payment.

STEP 6:

delivering
the
translation

After receiving the payment, I'll deliver the translated document(s) to you via email.