

# CONSIDERATIONS FOR REQUESTING A TRANSLATION

1

## Submit a final document

### Why?

A final document has been proofread, corrected, and ready; otherwise, the translation process will be delayed every time you send an update.

2

## Submit an editable document

### What do you mean?

Do not submit a PDF. If the original document was created in Illustrator, we will not be able to do it from home during the pandemic. When a document is forced into Word (when it is was not originally created in Word), it will present formatting issues.

3

## Complexity & length make a difference

### How so?

The longer a document, the longer it will take to translate it. Complex terminology might require research & communication with you. A five-page document takes 2-3 business days, a ten-page document will take 10 business days or more.

4

## Updating a document we translated

### Your role:

Please, highlight the changes for a document we have translated for you in the past and you want to change; even if we recently completed the document.

5

## Languages of greater diffusion & others

**The languages of greater diffusion are: Albanian, Arabic, Chinese Mandarin, French, Khmer (Cambodian), Portuguese, Russian, Spanish, and Vietnamese.**

All other languages have to go to contractors. Plan ahead!

6

## Time counts!

### Submission time is important.

If the document arrives after 4:00 P.M., it will be returned the next business day or later, depending on the number of pages and complexity of the document. We do not have weekend staff.