

OUR TRANSLATION PROCESS

What can you expect when working
with us?



1

We receive your request for a quote, with an email containing the documents for translation

2

We determine our quote based on the word count, the languages required and whether the translation requires a to or from English translation

3

If a deadline is required, we can estimate this based on the word count and the productivity of individual translators. For large and urgent jobs, we can divide the translation material between multiple translators

4

When we receive confirmation from you, we will select a translator from our highly skilled network who is best suited to your project, based on level of experience in your sector and knowledge of the subject matter of your project. We will then transfer across your files for translation.

5

You will be assigned a project manager, who will work between you and your translator to make sure everything runs smoothly and the translator has everything they need to craft the best possible translation. Your project manager will deal with any questions you may have.

6

When your translations are completed, they will be sent straight to you, along with the project invoice. If minor immediate revisions are required, we will be happy to arrange these for you at no extra cost. Larger amendments or additions can also be requested at any time, charged as an additional project.

To receive your free, no-obligation quote today, email us at admin@itltranslations.com