

HOW TO...



CHOOSE A  
TRANSLATION  
SERVICE



International  
Translations Limited

[www.itltranslations.com](http://www.itltranslations.com)

# How to Choose a Translation Service

## Make sure the Company has:

- experienced translators
- sector-specific translators
- translators that only translate into their native language
- testimonials from satisfied customers
- a confidentiality policy
- competitive but realistic pricing, if it looks too good to be true it probably is!

## Look for a Company that:

- is a member of the Association of Translation Companies
- provide project management service



# Why are these things important?

- **experienced translators** are incredibly important for the quality of your translations- inexperienced translators will provide amateur translations.
- **sector-specific translators** are necessary to make sure your message is correctly understood by your target audience, and make sure all jargon and technical lexicon is correct
- **native language translators** ensure that your required translation is culturally and linguistically accurate - no one knows the language like a native speaker!
- **testimonials** from satisfied customers should make you confident that what the company are promising will be delivered to you



# Why are these things important?

- a confidentiality policy is vital, especially if your translation material is private or sensitive!
- pricing is important, although it may be tempting to select the company offering the cheapest price, translation is labour intensive work- a cheap price will almost certainly equal incorrect translations
- The Association of Translation Companies is strict, only allowing select, carefully vetted companies to be members
- a project management service means you will have one individual to oversee your project rather than dealing with multiple employees, many of whom will know nothing about your project.



# How does ITL measure up?

ITL has over 40 years experience in translation and employs highly qualified translators with over 5 years experience. We have sector-specific translators who only ever work within their specialised field, and only translate into their mother-tongue to ensure perfect accuracy. You will find satisfied customer testimonials on our website. ITL boast a strict confidentiality policy, and although our pricing is competitive, we will never skimp on quality. ITL also assign a project manager for every project, as a knowledgeable point of contact for any queries. ITL are longstanding members of The Association of Translators, meaning we follow a strict code of conduct and adhere to the decisions of the professional ethics committee.



Phone: +44 (0)151 541 0991

Email: [admin@itltranslations.com](mailto:admin@itltranslations.com)