TRANSLATION FOR THE PHARMA INDUSTRY
Project checklist:

OMNI TECH MEDICAL
PEOPLE - SCIENCE - TECHNOLOGY

Not all projects are the same...
Talk with us and we will make sure that your project is a success!

- [ ] What are the target languages for my project? Is my project aimed at any particular target or demographic group?

- [ ] Do I need any particular dialects?
(Spanish for Spain, for Latin America or for use in the US? French for France or Canada? Portuguese for Brazil or Portugal?)

- [ ] Has enough time been included in the overall project timeline to handle the foreign language portion?

- [ ] Has the content of the files that I am sending for translation been finalized, or is it a work in progress?

- [ ] Are all the content files that need to be translated in an editable format?

- [ ] Have I eliminated content files that do not need to be translated?

- [ ] If my project contains graphics with text, do I have access to the original, editable files? Will graphics need to be localized/recreated?

- [ ] What is the end use of the translated materials? *(Online publishing, printed materials, software localization,etc.)*

- [ ] Can I provide the necessary source files to the translation agency?

- [ ] Are there any previously-translated documents whose style or terminology must be used for my current project?

- [ ] Do company-specific glossaries exist in the target language(s)?

- [ ] Will I have the translation(s) reviewed by someone within my company?

- [ ] Are the translators aware of my expectations, requirements and deadlines?

- [ ] Does my team understand its responsibilities and the subjective nature of translations?

- [ ] Who is the main point of contact for this project? Any additional key decision makers?

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