



## QUOTE 101

Please provide the following information so that we can give you an accurate time and cost quote.

- Source files, as well as all associated figures and fonts. (Please note that a PDF is not a source file. It is generated from the original file which may have been created in a word processing or design program. MS Word and Adobe InDesign are examples)
- Target audience (Language + Country)
- File types
- Provide any existing style guides, editorial guides and formatting guides detailing specific format requirements
- Reference material for translators (i.e.: glossary, existing translation or Translation Memory Database)
- Indicate whether you (or your end client) have a native-speaking Client Linguistic Reviewer who will be involved in reviewing and approving the translation
- Schedule requirements

### Project Phases

