

Translator's Checklist

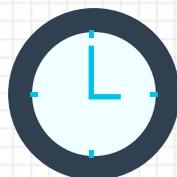
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A few things to look out for upon project completion



Style guide

Make sure the style and terminology of your project are consistent with client requirements. Even if you were not given a style guide, check to see if variance in your content is appropriate. Synonyms or paraphrasing do not work for all subject matters.



Time

Always make sure you have time to proofread your own work thoroughly. When possible, have a "cool-off" period so you can take a fresh look at your work afterwards.



Data privacy

Planning to use an online spellchecker? You may want to think again. Make sure that your use of any personal data or content is in compliance with the GDPR at all times.



Inform others

In case you choose to deviate from standard glossary, let your editor/PM know upon delivery and explain in detail. This will avoid wasting time and creating unnecessary QA queries.



Comments

Sometimes it is helpful to let your PM/end-client know about references you have used, or other comments. Be constructive, helpful and insightful with your comments.



Format

Proofreaders and editors should make sure they provide both the "tracked changes" and final version of the document to their PM or client.



Delivery

This may be particularly important for those working with direct clients. Make sure you allocate enough time for non-standard delivery of the work and other services (e.g. courier, certification, notarization etc). Don't forget time zone differences as well!



Ask for feedback

When possible, follow up with your client to see if they need further assistance and ask for feedback. It will help you hone your skills and is one way to maintain visibility as a service provider. Be courteous!



Invoicing

Don't forget to bill your client! Many agencies do not accept invoices for older projects after a certain timeline. Some may require use of their own invoicing system or specific formats. Be sure to include payment terms & your banking details in the invoice.

Remember: the list is non-exhaustive!

