

# YOUR CHECKLIST

## *for Asian language quotes*

When asking for an Asian language quote, please go through this checklist and specify the things below. Doing this will ensure that you'll be providing all the necessary information in advance, and a quote will be processed much faster by one of our Account or Project Managers:

### **Document type**

What's the file type of your document? If possible, please provide an editable version of it.

### **Source and target language**

What language do you want the document translated from, and what language do you want it translated to?

Specify the **target audience** (age group and location), the **website** of your client, any **glossaries**, **TMs** (Translation Memories) or any other reference materials

### **Service requested**

Do you know exactly what type of service you need? If you need help deciding, don't hesitate to ask.

**Embedded images** and what you'd want to be done with them. Should they be left untouched? Should the text within be translated? Do you need them recreated in the target language?

### **Deliverables**

Exactly what type of files will you need us to deliver? The same as you provided or different somehow? Be as specific as you can.

### **Requested turnaround time**

How soon will you need the files from us? The more time you can give us, the better we can do.

### **Your client's deadline**

(Optional) When do you need to deliver the files to your client?

### **When do you need to receive this quote by?**

This is especially important for large volume projects, as the time to generate an accurate quote increases in correlation with the complexity of the task.

Please share your experience with us at [marketing@1stopasia.com](mailto:marketing@1stopasia.com) after you've used the checklist.