



GET THE MOST OUT OF YOUR TRANSLATION BUDGET

What's what in a translation quote

#1 Project parameters

Language pair

Source language is the one in which the original document is written.

Target language is the language of the translated text.

Volume of the source documents

The **actual number of units** to be translated (i.e. excluding repetitions). "Units" are usually either *words* or *characters* (incl. spaces).

Repetitions

Before preparing your quote, we analyse the source text using CAT tools (unless the format of the original files makes this analysis impossible). The purpose of this analysis is to see if there are repetitions and non-translatable characters (e.g. numbers) in the source text.

Lexpertis Translation will **not** charge you for such characters.

Output format

We will do our best to preserve the layout of the source file so that the translation will look just as neat as the original. The success of this effort, however, depends largely on the format of the original file.

If there is no way to keep the original layout (or make a good approximation of it) - e.g. the source file is a jpg - we will make a recommendation for the output format in our quote.



#2 Language Services

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Lexpertis gives you translation services customized by **domains** and **document types**. The idea is to provide you with tailor-made language services throughout the translation process.

Professional Language Services



TRANSLATION includes translation performed by a qualified linguist. Prior to delivery, an internal check is carried out by one of our in-house reviewers to make sure that both the translation and its formatting are complete and client instructions have been observed.



LEGAL TRANSLATION involves translation performed by a lawyer-linguist and reviewed by a second legal professional prior to delivery. This is part of our standard QA process to make sure our legal translations are flawless both from a linguistic and the legal point of view. Please be advised that our review involves the use of legal terminology in the target language. Legal review, however, is strictly out of our scope.



PROOFREADING includes full review of the complete translation performed by a qualified, native proofreader. Proofreading is carried out in compliance with Lexpertis' standardized LQA process that checks multiple translation elements.



SOFTWARE & APP LOCALISATION include the adaptation of cultural nuances in the target language and offering recommendations for customization in the target language.

Lexpertis Complementary Services

Quality is our priority, so we offer the following complementary services:



Consistency Check



Version Management



Glossaries

To learn more about Lexpertis' complementary services please visit our website.



#3 Turnaround

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Standard deadlines

Translation is a time-consuming process. Turnaround time depends on several factors, such as the complexity of the text (whether it is a general content or a complex material requiring thorough professional background), the length of the documents and last but not least the daily work capacity of the linguist selected for the job.

Then how can we *precisely* tell you when the translation will be completed AND meet the quality requirements?

When estimating turnaround times, we are confident to rely on our experience and industry standards.

Standard turnaround times are calculated based on the daily work capacity of a skilled translator. This average daily work capacity reflects international standards.

Urgent jobs

But what happens when you need the translation faster and one translator cannot possibly meet the deadline?

That's what teams are for. In such cases, we set up a team of linguists, coordinate their work and extend work hours (forget weekends and holidays). This way even giant projects with short turnaround times can be planned and accomplished successfully.

Considering the many variables (e.g. time available for the job, specific quality requirements, etc.), our standard quote does not contain an estimation for urgent delivery.

#4 Early Bird discount

When time is not of the essence, the translation project can be conveniently scheduled and each phase of the process can be completed at a relaxed pace. This convenience is a rare and valuable commodity in our line of business and thus we are happy to return the favour by offering discounted rates for such projects.



#5 Important notes

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Deadline guarantee

Delivery deadlines apply for orders placed before the expiry date indicated in our quote. During these hours, the translator selected for the job will be available and ready to start working on your files the second your order is confirmed. Should you decide to place your order at a later time, delivery deadlines will be adjusted accordingly.

Payment terms

We will start work immediately upon payment of the translation fee. Payment shall be made upon receipt of our proforma invoice. You can pay the translation fee via bank transfer or PayPal.

Delivery

Unless otherwise requested, the translated files will be sent to you in electronic format via email by the specified deadline the latest.

Warranty

Should you have any questions regarding the translation, our team is at your disposal to give you answers at once during the warranty period. Our standard warranty period is 3 working days, the extended warranty period is 30 calendar days.

Official translation

You can request a certification to the translations provided by Lexpertis for an extra fee. A certification is a bilingual clause confirming the accuracy of the translation.

#6 General Terms & Conditions

By ordering the selected translation service package you expressly agree to the [Terms and Conditions](#) governing the contents and performance of services provided by Lexpertis Translation (Quo Vadis Services Ltd).



Do you have questions?

We are here to answer them.

Lexpertis Translation (Quo Vadis Services Ltd.)

POWERED BY LEGAL PROFESSIONALS

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