



Oregon Translation
 12725 SW Millikan Way,
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 Beaverton, OR 97005

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 phone: +1 503.914.1119
 fax: +1.503.259.9277
<http://www.oregontranslation.com>

PROJECT PLANNER

Today's date:

Client Contact: (contact person, company, email, billing address, phone)	
1. Source Language (Translating from:)	
2. Target Language (Translating to:)	
3. How long is the project? (#words)	
4. Topic: (legal, business, medical, automotive, marketing, computers...)	

5. What is the client's ideal timeline: (The presence of this question does not guarantee we will meet the schedule, but we will weigh this factor to determine how best to organize scheduling to come as close as practicable. We include a time estimate in our proposal.)

6. May we see the documents in order to provide a more accurate estimate?
 (Viewing the documents allows us to determine word count, pricing, specialized terminology, timetable, etc. We can answer almost every question about a project just by looking at the original documents.)

7. File format: We generally strive to make the translation appear as similar as possible to the original file. This *may* entail a certain amount of graphic design work, depending on how complex the layout is and what software is involved. Oregon Translation works with a broad range of formats, but MS Word is still the most common and easiest for translators. Certain other file types, particularly those with a lot of formatting or graphics, *may* entail specialized graphic design. **Underline** format for the original; **circle** format for the deliverable:

- MS Word
- Excel
- PowerPoint
- HTML or other Web encoding
- PDF (editable)
- Other (specify):
- Hardcopy or scan or fax
- Database:
- InDesign (Mac or PC) version#
- Illustrator (Mac or PC) version#
- Quark (Mac or PC) version#



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8. Describe the intended audience and/or the purpose of the translation? dialect (e.g., Latin American Spanish vs. Castilian Spanish), reader's education level, internal memo vs. for-publication. Such information may help us write a translation that is customized best for your reader.

9. Is there specific terminology we should use or avoid? Every company has its own internal nomenclature (job titles, departments, widgets). Many specialty industries use specialty jargon. We wish to synchronize our translations with the vocabulary you and your audience are accustomed to reading. To further improve consistency with existing documentation, do you have any useful reference materials we may consult?

- bilingual or monolingual glossaries unique to Client's company or industry;
- previous translations (please provide both languages, where possible);
- bilingual or monolingual reference materials;
- examples of similar writing styles that the Client prefers or rejects;
- untranslatable terms (trademarks, proprietary names, company divisions, job titles);
- preferred transliteration for names of people/companies going into/from non-Western languages? This last point can be vitally important for business cards and immigrations paperwork going to Asia, Russia, or the Middle East.

10. Do you have any other special instructions for us?

11. How did you hear about Oregon Translation?