

# Translation Service Processes

A staff member will be assigned to your translation project to take charge of a series of translation service processes including inquiry, order placement, and follow-ups.

## Inquiry to quotation

### 1 Collecting information necessary for quotation

⋮

### 2 Preparation of a quotation

⋮

We will assign translators, checkers, and layout editors (when requested) appropriate to your needs, and arrange a schedule.

### 3 Offering the quotation

## Order placement to delivery

### 1 Briefing to project members

⋮

We will share information with project members about details and the schedule of the translation project and your needs.

### 2 Translation

⋮

Experienced translators in each field will translate your document.

### 3 Check

⋮

The checkers will carefully check the quality and finalize the translation.

### 4 Layout editing

⋮

The layout editors will adjust the layout of images, diagrams, etc. in the translated document to make the layout similar to the original document.

### 5 Final quality check

⋮

The assigned staff member of your project will make a final check of the translation and layout editing quality.

### 6 Delivery /

⋮

Assembling terms and information for individual customers

### 7 Follow-ups on the deliverables