10 essentials for a fully-optimised translation process

Not all aspects of a translation process depend on your selected language service provider, some things can be controlled by you.

To help you, we've created a list of 10 fundamentals you can check for yourself:

☐ **My language service provider (LSP) is trustworthy and has a proven (successful) track record with great references.**

Check for references and work with a language service provider who is dedicated to you. It's not easy to find reliable business partners and it can be extremely costly if your language service provider does a poor job. Find someone you can trust, who can prove their worth with reference clients, case studies and international standards. Find a partner that is willing to dedicate a key account manager and a project manager to your company, so you have a contact person that understands your objectives, your business and your industry and takes care of your projects.

☐ **My language service provider covers all my translation needs.**

Make sure you outsource your translations to a language service provider who can cover all your needs. Juggling between multiple language service providers or even freelancers can be extremely time-consuming for you. This approach can easily increase your costs, since you can't negotiate on volume or frequency of use. The quality of your translations will vary drastically and you will have issues with terminology and brand consistency.

☐ **You can always choose the quality level or service for your translation project.**

Keep your options open. Does your language service provider insist on the service level or quality you need? In some cases, you may not require the optimum service based on the type of project you are working on. Opt for a language service provider that enables you to pick the translation quality level you need, while respecting your budget and time limitations.

Taia

☐ **I always give clear instructions to my language service provider.**

Ensure you send a descriptive brief and reference material beforehand. It's vital to the quality of the translation that you keep your service provider briefed about your projects. Tell them the purpose of the project, the target audience and which key phrases or terminology is paramount. Don't forget that if you use the same service provider and build your translation memory as you go, you'll save time next time around.

☐ **My past translations are stored in a translation memory, for future cost-optimisation and consistency.**

Ensure your translation projects are stored securely in a translation memory. Previously translated content can be reused and is therefore not chargeable. Not only will this reduce your costs, but it will also result in terminology consistency. Lastly, your projects will be delivered much faster once your translation memory starts to build.

☐ **My language service provider is using the latest translation technology.**

Check if your language service provider is using the latest in neural machine translation technology to assist your translation process. It's important that your language service provider is up-to-date with the latest technology, as this can drastically reduce the time and costs associated with translating your content. There have been tremendous improvements in AI-assisted machine translation technology – make sure you're aware of the benefits and don't get left behind while paying for outdated services.

☐ **I always send my documents in an open file (such as .doc or .docx).**

Prepare files before sending them to your translation service provider. Did you know most language service providers will charge you extra if you send a file that's not in an easy to edit form? PDF documents can be notoriously complex to recompose when translated and sometimes you already have an open word file lying around. Make sure to send open file types to your language service provider, instead of files that are hard to edit.

Taia

☐ **The security of my files is safe and sound with my language service provider.**

Did you know that email is one of the biggest security threats these days, as it can be hijacked or hacked quite easily? If you want to make sure your company information and content remains confidential, try not to send your important documents for translation via email. Start working with a language service provider that supports a secure platform for you to upload your files.

☐ **I know instantly when I'll receive my translated document(s) and how much it will cost me.**

Cut the guesswork out of the equation. It's important for you to know what the cost of the project and the expected delivery time are before confirming the order. We wouldn't want you to have to explain additional costs which were not approved internally. Sometimes waiting for a quotation just takes too long, which eats into the time spent working on the actual project to meet your ever approaching deadline. Ask yourself this: Can I get an instant quote with my current language service provider? If the answer is no, it's time to look for a solution that will enable you to know the costs upfront and immediately!

☐ **I can oversee and manage my team's projects within one platform.**

Keep your team on board. Too many times we see huge corporations or smaller companies both making the same mistake - each department, each team is using a separate process for their translation projects. This is extremely costly, ineffective and insecure, as your files are sent all over the place and you have no central control over your costs. Make sure you work with a language service provider that allows you to manage your whole team's projects - including their billing details and invoices all in one platform.

Haven't checked all the boxes?

Book a 30-minute free consultation call with Taia's localisation expert and optimise your translation process!

https://taia.io/mm-pdf-book-call