



# TRANSLATION VENDOR SELECTION GUIDE

CHOOSING A TRANSLATION SERVICES  
VENDOR THAT'S RIGHT FOR  
YOUR ORGANIZATION

*- For Business & Professionals -*

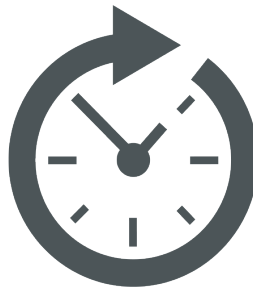


- A PUBLICATION OF AFFINITY TRANSLATION -

# Responsive to Requests and Inquiries

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## Criteria #1



*When you need information or have questions about translation services a fast and efficient response can be a big advantage. Project pricing and scheduling questions can be especially time sensitive.*

# Availability of Experienced Native-Speaking Linguists

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## Criteria #2



*Leading translation vendors will have an extensive roster of experienced, native-speaking linguists with a variety of specializations so the best suited translator resource can be assigned to each project.*

# Competitive Pricing (not necessarily the lowest)

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## Criteria #3



*Leading translation services vendors will be price competitive although the lowest priced vendor might not necessarily be the best choice. Below market pricing can mean less skilled translators or insufficient quality control procedures.*

# Professional Operations

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## Criteria #4

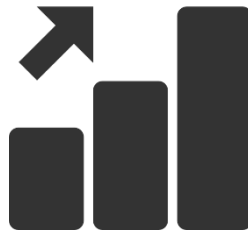


*Leading translation vendors will exhibit professionalism in all aspects of their business, from client communications to project quoting, and in each touch point with their clients. Companies that exhibit care in their operational details are also likely to be detail oriented and implement quality control procedures in the translation process.*

# Positive Overall Working Interactions

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## Criteria #5



*Do interactions with the company bring you up or down?*

*Intangibles in the quality of interactions with a translation vendor are important. Most ongoing translation clients eventually need a special consideration (e.g., rush schedule, order modification, et.al.). Leading vendors will try to accommodate special requests.*

# Vendor Checklist

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*Here's a summary checklist of suggested criteria for choosing a professional translation services vendor:*

	Checkmark or Numerical Rating
1. Responsive to Requests & Inquiries	<input type="checkbox"/>
2. Availability of Experienced, Native-Speaking Linguists	<input type="checkbox"/>
3. Competitive Pricing (not necessarily the lowest)	<input type="checkbox"/>
4. Professional Operations	<input type="checkbox"/>
5. Positive Overall Working Interactions	<input type="checkbox"/>

# Request Free Translation Quote

We'll Respond Within 20 Minutes  
During Regular Business Hours

[CLICK HERE](#)





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