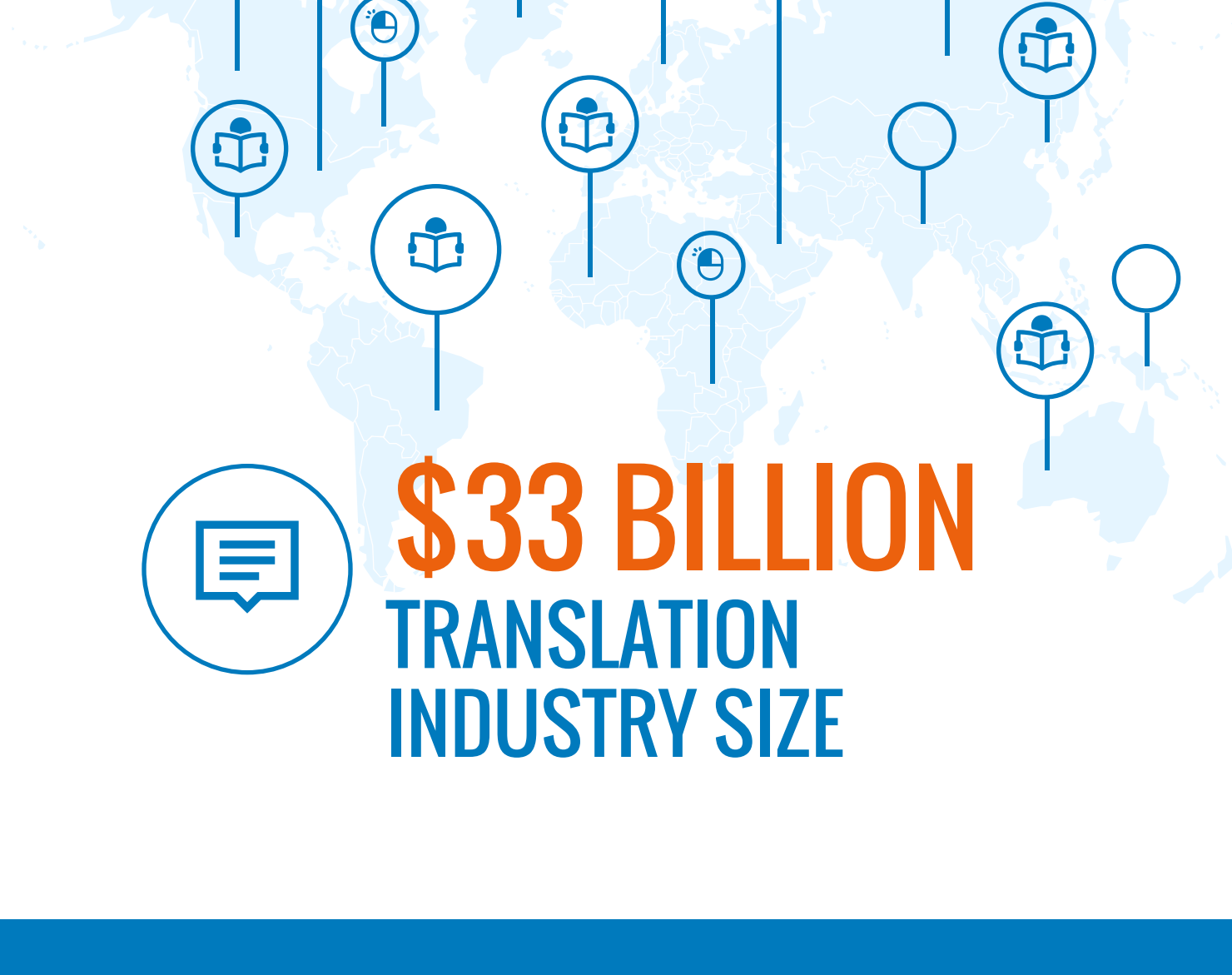


BRIEF BUYERS GUIDE TO SCIENTIFIC TRANSLATION

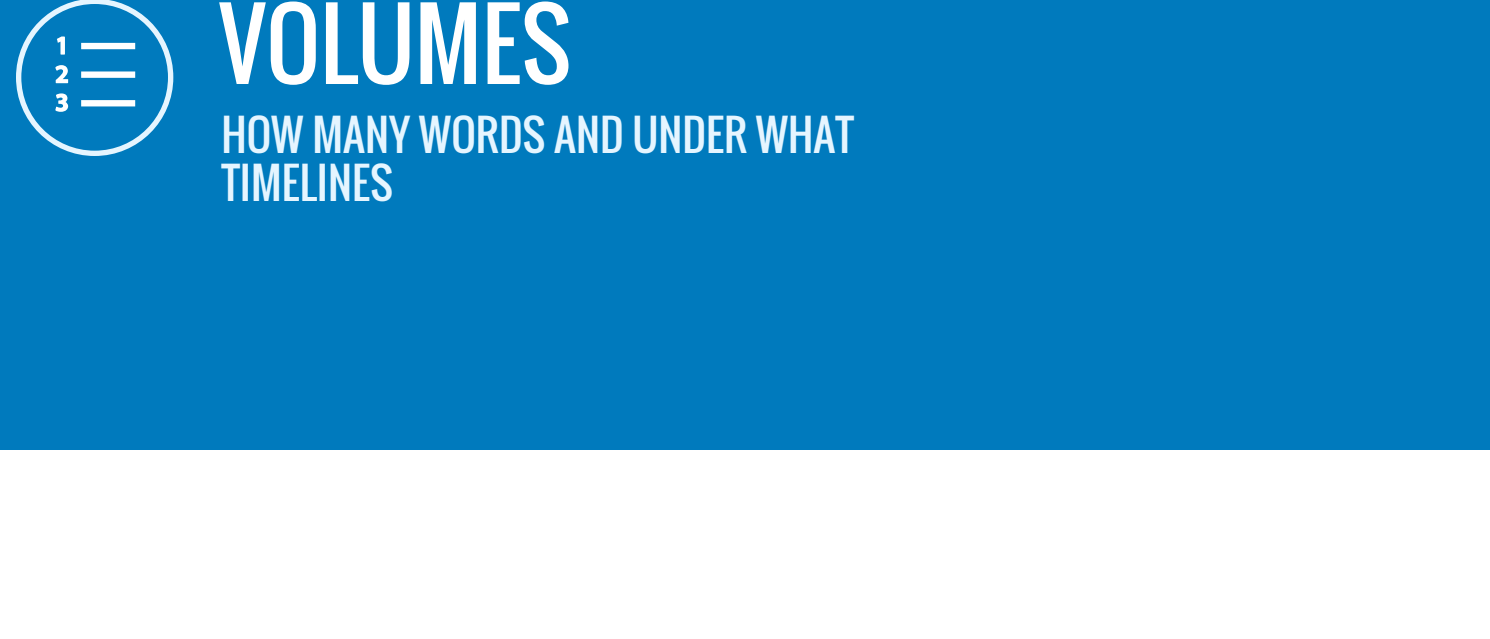
Detailed knowledge of the translation market is not widely published, this guide aims to disclose some of the most common practices and structures within the industry. And empower you with stronger purchasing knowledge.



\$33 BILLION
TRANSLATION INDUSTRY SIZE

DEFINE WHO YOU ARE

Before you are able to identify and select the most appropriate supplier for your requirements, you will need to review your translation demands in order to align your search with your needs.



IDENTIFY YOUR LIKELY MATCH

If you translate to one or two regions within a sector, seek out mid-size agencies with a match to your sectors and languages for meaningful cost and quality gains. If you translate globally and have a large spend choose a top 100 provider.



TRANSLATION TIMELINES

Translation turnaround times can vary wildly, we recommend you offer the most generous deadline you can allow for so that the most appropriate linguists and quality process can be followed. Having said that, up to 20,000 a day can be achieved using teams of translators if absolutely required.

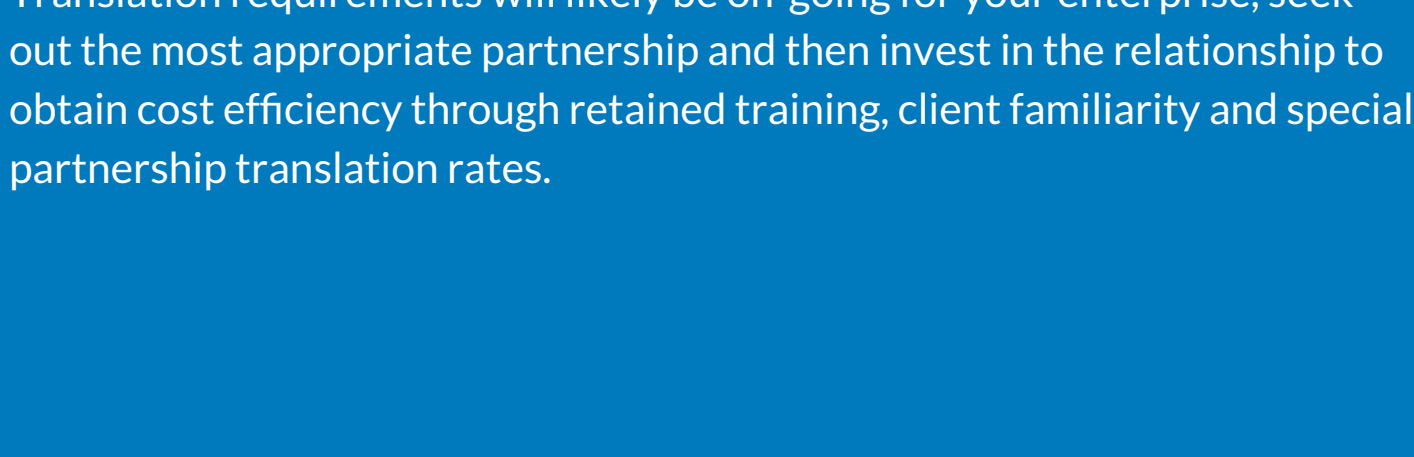
AT LEAST 3,000 WORDS DAILY

- REASONS TO ALLOW LONGER TIMELINES:**
 - SMALLER TEAM SIZE FOR GREATER CONSISTENCY
 - LOWER STRESS LESS HUMAN ERROR
 - MORE TIME FOR QA AND REVIEW
- SPEED-UP TRANSLATIONS BY PROVIDING:**
 - EDITABLE SOURCE
 - PROVIDE LEAD TIME
 - SIMILAR CONTENT
 - ALLOW FOR TEAMS
 - INCREASE WORD RATE
 - CONFIRM PROMPTLY

What to look for in a translation supplier

- WITH THOUSANDS OF PROVIDERS TO CHOOSE FROM LOOK FOR:
- SPECIALISM
 - LINGUIST DETAIL
 - IN-HOUSE EXPERTS

By selecting vendors that have proven knowledge within your sector, that can provide details of their translation teams and can show in-house working knowledge of the languages and subject matter, you can improve your chances of selecting a vendor who can deliver quality.



INVEST IN SEARCHING FOR THE CORRECT LONG TERM PARTNER
Translation requirements will likely be on-going for your enterprise, seek out the most appropriate partnership and then invest in the relationship to obtain cost efficiency through retained training, client familiarity and special partnership translation rates.

TRANSLATION PRICING STRATEGY

Word rates vary greatly, analyse which service you are seeking and if that can realistically be provided for the cost offered. 0.13 USD per word and higher for translation and review is a natural minimum cost for scientific material.

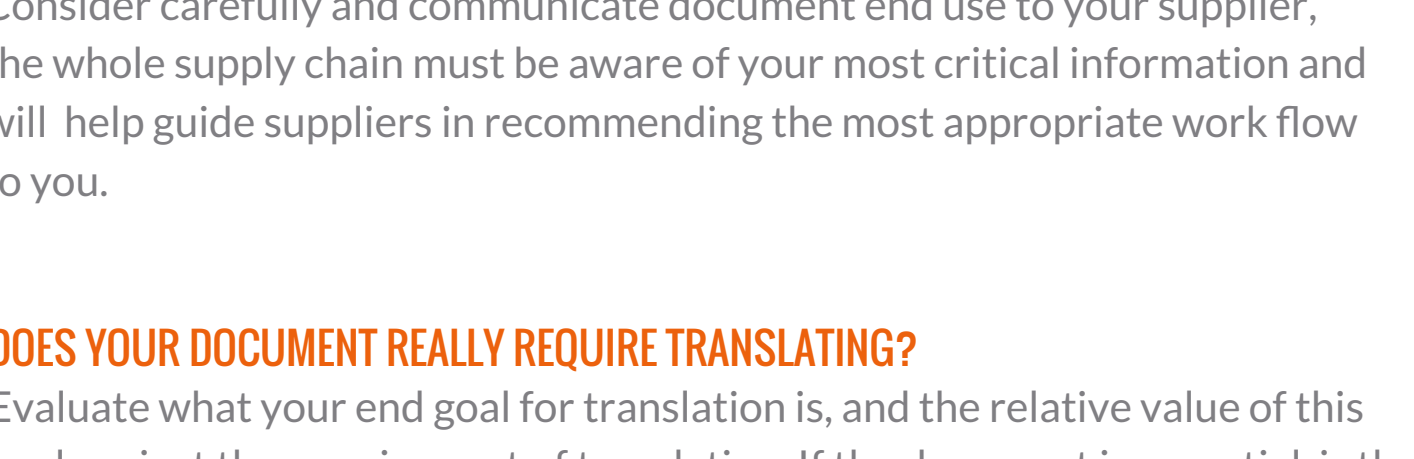


Tips for Controlling Translation Costs

TRANSLATION COSTS CAN SPIRAL
Uncontrolled translation budgets can increase exponentially along side company content.

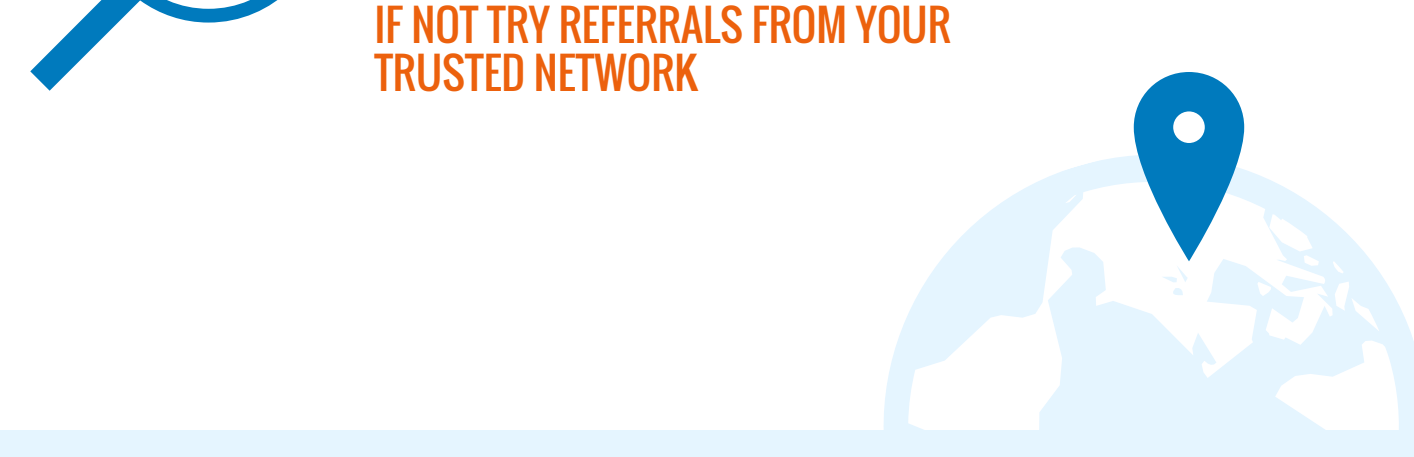
- IS YOUR SOURCE DOCUMENT:**
- FINAL VERSION
 - EDITABLE CONTENT
 - GOOD QUALITY

The translation process has several stages and involves layers of communication, changing the source after translation can take much more time than clients expect. Take care to send only final files.



Consider carefully and communicate document end use to your supplier, the whole supply chain must be aware of your most critical information and will help guide suppliers in recommending the most appropriate work flow to you.

DOES YOUR DOCUMENT REALLY REQUIRE TRANSLATING?
Evaluate what your end goal for translation is, and the relative value of this goal against the ongoing cost of translation. If the document is essential, is the whole document essential? Perhaps a summary or certain chapters are sufficient. Careful evaluation of the source can result in considerable savings.



HAVE YOU FOUND YOUR TRANSLATION PARTNER?

IF NOT TRY REFERRALS FROM YOUR TRUSTED NETWORK