

BUYING TRANSLATION SERVICES

If you have never used professional translation services before, it can be difficult to know where to begin. So here are some tips to help you get started.



Finding a professional

The obvious first question is how do you find a professional you can trust? A good place to start is the ITI Directory where you can search for different language combinations and specialisms.



Should I use an individual or an agency?

This mainly depends on the complexity of your project. If you need to have something translated into several languages, an agency can be helpful as they'll manage the whole project for you. On the other hand, if you only need one or two languages, an individual translator would be able to help.



How much will it cost?

Every project is different and the cost reflects that. Yes, there are cheap ways to get a translation but this comes with risks. If you don't speak the target language, you need a guarantee of quality and only a professional can provide that.



How long will it take?

Translations take longer than you think. It's important to plan ahead and contact a professional well before you need your translations to be ready. You should also finalise your text before giving it to your translator. Working with several drafts will cost more and take longer.



Give your translator as much detail as possible

It's important that you tell your translator:

- How many words need to be translated
- Who the audience is
- What format you need the translation to be in
- Are there any terms you'd like the translator to use?
- Can you provide any images that can help them with the translation?
- Are there any character or space limitations?

Search the ITI Directory today!

www.iti.org.uk



Institute of Translation and Interpreting