

## QUICK QUESTIONS – TRANSLATION

1. What kind of project do you have?
2. Approximately, how many words does the text to be translated have (e.g., Word's counting function)?
3. Are there figures, graphics or tables included, which also have content to be translated?
4. In which file format is the text available (e.g., Word, Excel, InDesign, a CMS, pdf)?
5. Is the space limited (e.g., because of the maximum size of the text boxes)?
6. In what time frame do you need the translation?
7. Who is the contact person? How can you best be reached?
8. Do you have further remarks?