

Your 12 point checklist

for crafting *successful*

translation quotes

- **Letterhead and contact details** This markets you as a professional.
- Heading "Quotation", "Translation Quotation", or "Estimate".
- Client name Company/organisation and the person you're dealing with.
- **Project details** Clearly specify what the project involves, including the texts to be translated, target language(s), other work required.

Key phrase: "as provided by you"

- **Deliverables** Include in Project Description if preferred.
- **Price & currency** State if taxes are included. For overseas clients, consider quoting in their currency.
- **Turnaround time** A specific date or period is better than a date range. **Key phrases:** "Expected turnaround"; "A faster turnaround may be possible"
- Payment terms Follow standard business practice.
- **Additions and amendments** Define what constitutes an extra, and how you'll charge for it.

Key phrases: "that involve us in additional work"; "including client changes to translated text"

- **10** Special terms The assumptions your quote is based on. Link to your general terms of sale on your website.
- Date and period valid Make it valid to a fixed date or for XX days.
- **12** Name and signature Adds a personal touch and looks professional.

Plus optional, but recommended:

13 Marketing element Highlight what sets you apart, why they should choose you.

Follow the

4 Golden Rules of translation quote preparation

1. Keep it brief

Only include content that:



- protects you from the unexpected
- sells your expertise and professionalism

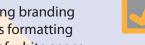
2. Be crystal clear

Leave nothing open to interpretation



3. Portray a professional image

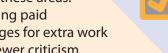
- appealing branding
- faultless formatting
- plenty of white space



4. Protect yourself

Cover these areas:

- getting paid
- charges for extra work
- reviewer criticism



This pdf is a summary

of our 4,500 word ultimate guide to crafting translation quotes. It contains proven wording to use or adapt, free translation quote templates, and invaluable pro tips.