



Your 12 point checklist

for crafting *successful*

translation quotes

Follow the

4 Golden Rules of translation quote preparation

1. Keep it brief

Only include content that:

- defines the project and business relationship
- protects you from the unexpected
- sells your expertise and professionalism



2. Be crystal clear

Leave nothing open to interpretation



3. Portray a professional image

Use:

- appealing branding
- faultless formatting
- plenty of white space



4. Protect yourself

Cover these areas:

- getting paid
- charges for extra work
- reviewer criticism



1 Letterhead and contact details

This markets you as a professional.



2 Heading

"Quotation", "Translation Quotation", or "Estimate".



3 Client name

Company/organisation and the person you're dealing with.



4 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"

5 Deliverables

Include in Project Description if preferred.



6 Price & currency

State if taxes are included. For overseas clients, consider quoting in their currency.



7 Turnaround time

A specific date or period is better than a date range.

Key phrases: "Expected turnaround"; "A faster turnaround may be possible"



8 Payment terms

Follow standard business practice.



9 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.



11 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.



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.