

# TRANSLATION BRIEF

Please answer the following questions as fully as possible to get the best possible results from your translation.

1. Who is the translation for, who will read the translation?

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2. Where will it be used? (e.g. website, brochure, specialist journal, internally)

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3 Language(s) required and variant

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4. What file format will you provide and what do you require?

(Tip: an editable file will help me deliver a print-ready file. I also work with InDesign.)

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5. Do you have a specific deadline?

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6. Are there any space or length restrictions?

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7. Have you worked with a translator or translation agency before? If so, is there anything you didn't like? (I want you to enjoy the best possible service.)

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8. Any other comments or special requirements:

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**Thanks so much!**  
**Sarah**