

EXPORT PLANS FOR YOUR BUSINESS? MAKE SURE TO PACK YOUR SUITCASE RIGHT!

Send your Account Executive an e-mail with the following info:

For ALL PROJECTS

- Project name
- Source language
- List of languages for which you need translation

For PRINTED DOCUMENTS

- Type of software and platform:
 - InDesign, QuarkXPress, Word, etc.
 - Mac or PC
- Source working files including:
 - fonts, graphics (linked or placed), and PDF of source file(s)
 - for InDesign - File > Package; for QuarkXPress - File > Collect for Output
- List of text remaining in English:
 - company or product name, screen shots, "All Rights Reserved", etc.
- Page-for-page match:
 - can we shrink the font?
- Compress your files before sending them (Mac or PC):
 - files can be sent via e-mail if less than 10 MB or via our File Exchange if larger

For AUDIO-VIDEO PROJECTS

- Original scaled video:
 - QuickTime or Windows Media
- Final English script:
 - include graphic text
 - delete any text that will not require translation
- Working file session(s):
 - .fcp or .proj, etc.
- Working files used to create graphics:
 - .motn or .aep, etc.
- Source videos or tapes, media files, graphics, photos, fonts, audio files, etc.
- QuickTime lossless files of clips that contain alpha channels such as backgrounds for lower thirds, transitions, etc.



For SOFTWARE PROJECTS

- Editable versions of files - ideally monolingual
- All resources to open/display your files:
 - fonts, graphics, etc.
- Reference materials:
 - PDFs of print documentation, compiled help files, urls of live web pages, screenshots of software in action, etc.

For INTERPRETING PROJECTS

- Type of interpreting:
 - consecutive, simultaneous, telephone, escort
- Subject matter:
 - please be very specific for legal or medical situations
- When and where:
 - location - address, city, state, country, etc.
 - date and time of event
- Duration of interpreting:
 - minutes, hours, days, etc.
- Interpreter gender preferences



ONCE YOUR SUITCASE IS PACKED,
LET US BE YOUR PRODUCT PASSPORT!