

Basic questions to ask when choosing a freelance translator

- Can the translator work with the types of files I need to have translated? If not, what format does the translator need from me?
- Is the translator accredited?
- Is the translator's primary language and dialect the same as the language and dialect I need my materials translated to?
- Does the translator specialize in my industry?
- Is the translator familiar with the terminology for my industry?
- How does the translator manage projects?
- How does the translator ensure quality deliverables?
- How does the translator charge?
- Can the translator provide samples?
- How are revisions handled? Translator error versus revisions I make?
- What is the largest translation you have handled? Is my project within this, or is it much larger?
- Can you complete the translation within my project schedule?