

Project Brief

About your company

Main areas of activity/background/clients/objectives

About your translation work

Background to your projects/activities that require translation work/context/purpose of the work

About your text

Languages/types of documents/content & subject matter/file formats/audience and use/turnarounds required/likely volumes and scheduling

Do you have existing language tools/background materials?

Glossaries of terms/company style guides/translation memory files/existing multilingual materials/related background documentation/copy-writers brief

How will your translations be used?

Sent directly to print/publishing/Reviewed by in-country staff or partners/for information purposes only

Any other background information

Tone, target audience, etc.