



The One Source for a World of Translation Services

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## Client Review

It's only natural to want someone in the company who “speaks the language” to add their input to translated documents.

There's a right way and a wrong way to go about this process that we call “client review.” This is the stage when the translator returns the translated document to you or your in-country affiliate for review. When you're working with The Language Center, it's optional. Ensuring accuracy is part of our standard service. Every document has already been translated, edited and proofed before it is returned to you.

If you do request a client review and all goes well, everybody wins. Here's how to ensure that happens. Remember the purpose of the review is to focus on technical terms, not to re-author the information. Reviewers (who are not professional translators) given free rein often make an excessive number of changes or take weeks or months to finish. Introducing the translator to the in-country reviewer at the onset and having a glossary of company specific key technical terms established and agreed upon before commencement helps a great deal in facilitating a smooth running project.

Also be careful whom you choose. A reviewer with a few years of college language courses won't do. Choose a native speaker of the language and country you are targeting who is familiar with your products — like a distributor. Then ensure all goes smoothly by establishing guidelines and a completion date before commencement.

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