



Priory Translations

ORDERING A TRANSLATION

www.priorytranslations.co.uk



DECIDE WHICH SERVICE YOU NEED

Many translation providers offer a range of services, such as:

- **full translation:** translating all or part of a document from scratch
- **comparison translation:** comparing a new version of a document to a previous translation and adapting it to provide an updated translation
- **summary translation:** reading through a text in one language and providing a summary in another
- **translation review:** checking if an already-existing translation is accurate and fit for purpose



PREPARE YOUR REQUEST

Your translation provider will need to know:

- which service you need
- the language(s) the text needs to be translated from and into
- if you need the whole text translated, or just a part
- when you need the translation to be returned to you

Extra information, like the purpose of the text, how it will appear in the final version and any glossaries or style guides are also very helpful.



PLACE YOUR ORDER

Check how your translation provider accepts translation orders – some have a dedicated portal, others use emails, submission forms, or even traditional post.

It's important to choose a method that keeps any personal or confidential information secure. Discuss this with your translation provider if you're not sure which method would suit you best.



ANY EXTRAS?

If you need any additional documentation or services, such as certification, a declaration, document formatting or image adaptation, mention this when you place your order if possible.



PROVIDE FEEDBACK

Your translation provider wants your translation to meet your needs, so they may ask questions during the translation process or provide notes when they return the translation.

Discussing the translation and providing feedback ensures it will do its job as well as possible.