

THE TRANSLATION & INTERPRETING CENTER



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Greetings!

Top Five Recommendations before Choosing a Translation Company

Anyone can do an Internet search for a *translation company*—click on the first business found in the search and arrive at a translation company's website. But the sophisticated translation buyer will take some additional steps to ensure that the translation company is credible, has fair pricing and has an excellent track record before they request a quote for a translation project.

For a translation company to be credible, they must be members of local and national professional organizations, such as the [Colorado Translators Association](#) and the [American Translators Association](#). These organizations provide their members with cutting-edge industry information, guidance on ethics and the legalities of running a translation company, and valuable training opportunities throughout the year.

A translation company's website should include a price list indicating what the general fees are, and note all exceptions there might be to the stated rate. If a consumer cannot find a price list on a translation company's website, it is likely the translation company charges one consumer one rate and another consumer a higher rate; unethical in today's business world.

After reviewing their memberships in professional organizations and their price list, a good next step is to review the website's customer list and customer testimonials. If you find that there are customers in your same field, it will be a safe indication that the company has worked with material similar to yours.

If everything checks out on a translation company's website, the next step will be to email the company and ask for a quote for the translation project you have in mind. Include the document in the email for review. The translation company's response should be within 24 hours and include a per word rate, an hourly rate for formatting if the document is not in its original form, and a target completion date and time.

Top Five Recommendations before Choosing a Translation Company:

1. Membership with Colorado Translators Association and the American Translators Association
2. Price list available on website
3. Customer list available on website
4. Customer testimonials on website
5. Receive a quote within 24 hours including per word rate, per hour formatting rate, and completion date and time

