

## HOW TO MAKE TRANSLATORS RAVE ABOUT YOUR COMPANY

### A SET OF PREFERRED BUSINESS PRACTICES

1. LIMIT PAPERWORK

[http://www.atanet.org/careers/model\\_contract.php](http://www.atanet.org/careers/model_contract.php)

<http://alcus.org>

2. PERSONALIZE EMAIL

<http://www.netmanners.com/email-etiquette/email-etiquette-101/>

<http://the99percent.com/tips/6975/email-etiquette-for-the-super-busy>

3. ACCEPT OUR SPECIALIZATIONS

<http://wiki.proz.com/wiki/index.php/Specializing>

<http://financial.crimsonlanguage.com/beneofspec.html>

4. BE RESPONSIVE

<http://email-overloaded.com/2006/04/04/how-can-responsiveness-help-your-professional-reputation/>

<http://press.nokia.com/wp-content/uploads/mediaplugin/doc/email-responsiveness-global-summary.pdf>

5. KNOW THE PURPOSE OF THE TRANSLATION

6. HAVE A SET STYLE GUIDE

[http://www.ata-divisions.org/s\\_td/resources.html](http://www.ata-divisions.org/s_td/resources.html)

7. KNOW HOW YOUR TRANSLATORS WORK

8. LET THE TRANSLATORS AND EDITOR COMMUNICATE ON TEAM PROJECTS

<http://www.wrike.com/projectmanagement/03/22/2010/5-Most-Common-Mistakes-in-Managing-Multiple-Projects-Learn-to-Avoid-Them-Part-1> (Blog article in five parts)

9. SET AS FEW TECHNICAL REQUIREMENTS AS POSSIBLE

10. BE TRANSPARENT ABOUT YOUR QA PROCESS

<http://www.icanlocalize.com/site/about-us/translation-process/translation-quality-assurance-process/>

11. TELL TRANSLATORS IF THE DEADLINE IS FLEXIBLE

12. PAY FAST, WITHOUT REMINDERS

<http://www.paymentpractices.net/>

<http://www.proz.com/blueboard/>

Finally, to improve the dialog:

[http://finance.groups.yahoo.com/group/ata\\_business\\_practices/](http://finance.groups.yahoo.com/group/ata_business_practices/)