



Quality Guidelines

To be read and signed by all translators and proofreaders

Objective

Your translation will be read and used by many people in the commercial chain, often going up to the highest authorities. A poor translation is remarked and can cause a great deal of damage to our client. Our objective is to supply an accurate, clear and well-presented translation, in the shortest possible time. These guidelines have been drawn up to this end, to make our work conform to the highest standards of quality and maintain our reputation in the industry. This document is included in our application for accreditation as an ISO quality company.

Rules

Before starting work, make sure you have by your side your dictionaries, the List of Standard Terms, and any background documentation that may have been supplied with the current job.

Documents must not leave your secure premises. It is your legal obligation to guarantee their confidentiality and safety at all times.

Before starting the actual translation, the first step is to read the whole document to the end and ensure that you understand every word. Passages about which you are not sure must be underlined and discussed with other colleagues at Paris International or the right person on our list of Special Consultants. Finally, the client may be contacted if necessary. At no time must a translator guess at a phrase or word if it is not clear to him. Actual dictation or typing must start only after you are sure that you have mastered the whole text. This first reading is time well spent. It will allow you to do a better and faster translation.

Translation must be done in the same style and format as the original document. Our objective is to provide a faithful translation, not to make improvements or subjective changes. Standard terms should be used, according to the List of Standard Terms. Figures and proper nouns must be carefully entered under direct vision of the original.

The completed work is then carefully proofread by the proofreader, who is anonymous and independent.

They read the text for accuracy and fluency to the highest standard. Every figure and proper noun is checked individually. Red ink must not be spared. Every clumsy sentence must be rewritten.

The corrected copy is produced by the secretary or the translator for final approval by the Director.

All drafts, photocopies or faxes are destroyed or returned to Paris International by the translator. These are then returned to the client.

The final copy is faxed or e-mailed to the client. A paper and digital copy may also be submitted to the client by post or overnight express.

We remain available for any changes or corrections that may be suggested by the client. These will be done promptly, without undue discussion.

Translator's Name: _____ Signature: _____

Date: _____