

CONVERSION - QUOTE
Yes No N/A Comments

- General**
- Number of pages
 - Editable / uneditable PDF
 - Handwriting
(consultation with translators required)
 - File format: does the size allow conversion to MS Word?
 - Headers
 - Footers
 - Page numbering (single / double numbering)
 - Images (number of images to be translated / left untranslated)
 - Symbols or special characters
 - Formulas / equations
 - Tables
 - Other (such as?)

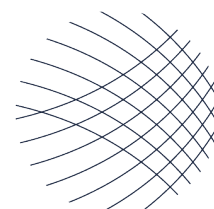
- Automatic elements**
- Links, hyperlinks
 - Cross references
 - Automatic lists (TOC, LOF, index)

NOTE: Never send a Word file that was prepared as a part of a translation quote. Determine whether the Client wants a fully reproduced text (as close to the original as possible) or the content alone.

INDESIGN - QUOTE
Yes No N/A Comments

- General**
- Number of pages and files
 - App version
 - Fonts used (provide a list of missing fonts)
 - Missing images (provide a list of missing images)
 - PDF printout for reference (“_SOURCE”).
 - File comparison (if the Client's PDF file exists)

- Content**
- TOC / Index (editable / uneditable)
 - Glossaries and alphabetical lists
(annotations in the source PDF file)
 - Cross references / hyperlinks / links
(working / broken)





Structure / use of masters (what languages are they in, do they have variables, automatic numbering, etc.)

Layers and their content (locked / unlocked)

Use of conditional texts

Work area (is there anything outside the work area)

Pseudo translation Annotation regarding the number of images to be translated

Unextractable content for translation

FRAME MAKER - QUOTE

Yes No N/A Comments

General Number of pages and files
App version
Fonts used (provide a list of missing fonts)
Missing images (provide a list of missing images)
PDF printout for reference (“_SOURCE”);
file comparison, if the Client’s PDF file exists

Content TOC / Index (editable / uneditable)
Glossaries and alphabetical lists
(annotations in the source PDF file)
Cross references / hyperlinks / links
(working / broken)
Structure / use of masters (what languages are they in, do they have variables, automatic numbering, etc.)
Layers and their content (locked / unlocked)
Use of conditional texts
Work area (is there anything outside the work area)

Pseudo translation Annotation regarding the number of images to be translated
Unextractable content for translation

GRAPHICS FILES (.ai,.eps,.psd)

Yes No N/A Comments

General Text changed to italics (uneditable)
Editable text
Varied formatting (multiple colours, fonts, bolds and different family fonts)
Fonts used (provide a list of missing fonts)

