

# How does it work?

If you haven't used a specialist translator before, you might be wondering what needs to happen before you receive your final translation.



**We discuss your project over e-mail, or in a phone or video call.**

You tell me what type of materials you would like me to work on and what you need them for.



**You send me the text for translation by email.**

I will respond with a quote and a delivery timeframe within one business day.



**At this point we can discuss any finer points or specific requirements.**

When you're ready to go ahead, you confirm the project by e-mail and I begin work to the agreed timeframe.



**I may need to contact you to clarify elements that crop up during the project, but if you don't hear from me you can be assured I am working away on your text!**

For longer projects, I can give you a brief status update on a weekly basis.



**I send you a quality-checked and polished text in the agreed format that is ready for use - today!**

If you have any questions or anything you would like to change, now is the time to raise it. I will make reasonable adjustments free of charge within 14 days of delivery.