

Speed is often the most critical factor: if the most suitable translators are unavailable at short notice (and they often are!) then the work will have to be done by someone less qualified or experienced, and quality may suffer. As a rule of thumb, it takes one day to translate and proofread approximately 2000 words (around twice the length of this document); this can vary, and it is possible to achieve double this output rate on large documents, once the translator is more familiar with the content. In the event of urgency, it may be necessary to split the work among several translators to meet the deadline, which risks introducing inconsistency of terminology and/or style.



Falcon Tip Allow as much time as possible, don't artificially shorten the time available

Legal Services

In addition to expert translations, Falcon provides a number of legal services ancillary to the translation process.

These are the following:

- Certification by the Translator
- Notarisation by a Notary Public
- Legalisation by the Foreign Office or a Consulate

These services are charged on a time basis, plus a standard fee per certification and/or legalisation, according to circumstances. Please bear in mind that they will also require additional time.



Falcon: An experienced team of professionals who understand your language needs and how to meet them

The Buying Process

- start to finish

- **Request a quotation - if possible, attach the file/s to be translated and specify a deadline (preferred/critical) if applicable**
- **Accept the quotation and engage the services of a translation company**
- **The document is translated by a specialist translator**
- **The translation is carefully proofread and checked by an experienced linguist**
- **The translation is delivered to you on time**

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At the heart of business

**A Guide to
Buying
Legal
Translations**

Language Solutions Made Simple

This guide is to provide practical information about the translation process - from requesting a quotation to taking delivery of the finished translation.

Requesting a Quotation

The easiest way is to e-mail the following:

- A copy of the file to be translated (Word or other editable format is far preferable to a PDF, fax or hard copy)
- The date/time on which you require the quotation
- Your delivery date (critical or preferred, as applicable) for the translation
- The purpose of the translation (eg for information, use in litigation, contract negotiations etc), and state if certification &/ or legalisation are required
- Any layout, formatting or other special requirements

If you don't yet have the document/s to be translated, send an e-mail with as much of the information as you have, and state when they will be available. Or, if you prefer, you can telephone 0845 241 9266.

Things To Consider

The three basic considerations when sourcing translations are **accuracy**, **price** and **speed**. Any one of these can be the major factor, depending on the circumstances of a specific job, however there are certain things to bear in mind.

Accuracy is paramount for legal translations, but it is often falsely assumed that all translation companies offer the same standard of finished product, and accuracy is often taken for granted.

We are careful to match the translator to the source text, in terms of specialism and familiarity with the subject matter, and - unlike with some translation agencies - at Falcon every translation is proofread by a competent linguist to ensure accuracy and fluency.



Falcon Note We have been providing legal translations for over 30 years to top UK and international law firms

Price will vary according to the following factors:

- Language combination
- Subject matter
- Timescale
- File format &/or layout
- Any special requirements

We will provide a fixed price quotation for your approval, before starting work, taking the above factors into account.

NB: Short texts (less than 500 words) are subject to a minimum fee (£60-£90) depending on the language combination. This is to cover our internal administrative costs involved in processing orders, which are similar for any order whether large or small.



Falcon Note Our rates are all-inclusive – no extra charge for proofreading, project management or formatting tasks such as pagination, indexing etc

Language combination Fees are normally calculated on the number of words in the source text. The rate per word will vary depending on the language, and texts with English as the source language are generally costlier than with English as the target language. This is purely a question of supply and demand: there are more translators in the UK with English as their mother tongue than any other language, and the golden rule is that a professional translates only into his/her native language, to ensure maximum fluency.

Subject matter The more "technical" or specialised the content, the fewer the number of translators capable of translating it correctly (*please see **Accuracy** above*), so the fees will be correspondingly higher.

Timescale The more time, the better. We are sometimes asked to provide translations in less time than it would take for someone to just read through the text! Establish when the translation is **really** needed, and plan ahead as far as possible – if you know you will need a translation, give us as much notice as possible, so we can have the translator/s standing by. Otherwise you risk having to pay a premium to have the work done on an urgent basis (for more information please see **Speed** below).



Falcon Tip Batching smaller jobs together can work out more cost-effective, if they are not time-sensitive

File format & layout It is generally more efficient for a translator to work with editable soft copy (eg Word files), rather than hard copy (paper or fax) or non-editable files (eg pdf, jpg). This is because it is easier to overwrite the source text, with the benefit of Copy & Paste to replace repetitive terminology, and other time-saving tasks such as not having to create complex layouts (tables, charts etc) or waste time copying non-translatable text (names, numbers etc).



Falcon Tip Plan ahead to avoid unnecessary expense; *relaxed* delivery timescales can result in cost savings

Special requirements If translations require extra treatment for a special purpose (see *Legal Services overleaf*), this can add to the cost and time. Or you may only want a rough (ie accurate but not "polished") translation, or part of the document/s translated in advance of the rest. Just let us know, and we will be happy to accommodate you; and if you're not sure about anything, just ask.