Requests

After an order has been placed, files are uploaded and reviewed, and a project timeline and quote is sent to the client for approval.

Project planning

A project pipeline is created using our internal dashboard and tasks are assigned to the relevant CIS team.

Translation

The translation begins with regular communication between CIS and the client.

Remote meetings can be arranged between all parties to aid with project completion.

Proofreading / QA

Translation

Project

Every file goes through a QA process involving editing, proofing and layout check.

A second translator reviews the file.

Submission

Flow

The file is ready to be downloaded and the client is notified of project completion.

Feedback and amendments take place before the project is closed and the invoice submitted.

