

翻訳

Terjemahan

엘리트

एलिट

Penerjemahan

ပတ်တော်လူကောင်း

Natatatangi

Elite

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翻译

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# Translators' Guidelines



DEAR TALENT,

We at Elite Asia welcome you in joining our network of professional translators across the world to serve our client base in Asia Pacific Region.

We hope to build a strong and lasting working relationship with you for many years to come. To achieve this, it is important for us to help you understand the work process and our expectations of translators.

### ***Regarding Project Inquiries***

***Prompt Response:*** We seek your support in responding to our assignment inquiries promptly if you are available and are keen in taking up the project. We would appreciate it if you could either drop us a short SMS message or email to express your interest in taking up the project.

***Official Confirmation:*** We will try our best to provide you with complete information about the assignment when assigning the project to you. Should you have any other commitments or projects on hand, please always update us as soon as possible so we can make the necessary arrangements.

However, upon issuance of the official purchase order, the engagement will be officially confirmed, and translators will not be allowed to decline the assignment from this point onwards.

***Confidence:*** Professionalism is not about accepting projects that are out of your league, but about taking on assignments that you have confidence in. This is also to assure clients that the translators we provide meet their expectations in terms of industry knowledge. If you do not have the confidence in handling a project, it would be fine to decline it at the initial stage.

### ***After Assignment Confirmation***

***On time Delivery*** It is crucial to deliver the proofread translation on time, and a good habit of submitting it even slightly earlier around 15-30 minutes before the deadline.

***Revision is part of the Service.*** Elite commit to revise the translation until the full satisfaction of client. It is our job to collect specific and clear comment to ensure the effectiveness of your revision work, and we require translator's full support in the process of revision.

***Research and Preparation*** is key. We don't expect translator to know everything under the sun, but with proper checking on the terminology online, and working on the topic that you are familiar with, you should be able to get the meaning and translation accurately, especially for the official names.

**Confidentiality:** It is a tenet of the translation profession that anything of a proprietary or personal nature learned in the course of an assignment is confidential and not to be revealed to outside parties without the Client's permission, unless under duly established legal procedures.

**Ethics:** It is also understood that **the client and translator(s) should not arrange for additional assignments nor discuss fees or other business arrangements** without the knowledge of the agency.

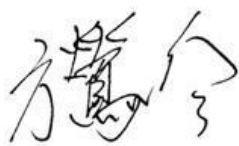
**Payment:** Purchase order issued by Project Leader is considered as the official confirmation of project and commitment to pay. No invoice is required from your side. Therefore, if you do not receive the Purchase Order 2 days after the submission of the translation, please check with the Project Leader. It is important for you to check the Purchase Order carefully upon receipt to ensure that what is written tallies with the information and rate communicated previously. Should there be any discrepancy, please inform our Project Leader immediately.

Payment will be made between the 18<sup>th</sup> to 22<sup>nd</sup> period of the subsequent month after the project delivery. For example, if the translation is delivered on 5 June 2013, the payment date will be 20<sup>th</sup> July 2012. The payment date is also clearly indicated in the Purchase Order. If you do not receive any payment 2-3 days after the payment date, please attach the Purchase Order issued to you and email it to [finance@elitetranslations.asia](mailto:finance@elitetranslations.asia) for clarification.

Should you have any queries, please feel free to write to [corporate@elitetranslations.asia](mailto:corporate@elitetranslations.asia) or any of the Elite Project Leader for further clarification.

We look forward to establishing a meaningful collaboration with you soon.

Best Regards,



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Carol Hong Yin Yin  
Managing Director